



LESSONS
IN
PARLIAMENTARY
LAW



BY MRS. ERWIN CRAIGHEAD

W. B. Delchamps Printing Co.
Mobile, Alabama
1914

Lessons

in

Parliamentary Law

with

Table, Diagram of Precedence of
Motions; Charts, Drills, Review
Lessons and Index :: :: :: ::

Designed especially for members of
Women's Clubs, Societies, etc., but
adapted as well to the needs of
members of Men's Organizations and
students generally :: :: :: ::

BY

MRS. ERWIN CRAIGHEAD

MOBILE

W. B. Delchamps Printing Co.
Mobile, Ala.
1914

JF515

C89

Copyright, 1914
by
MRS. ERWIN CRAIGHEAD

MAY 15 1914



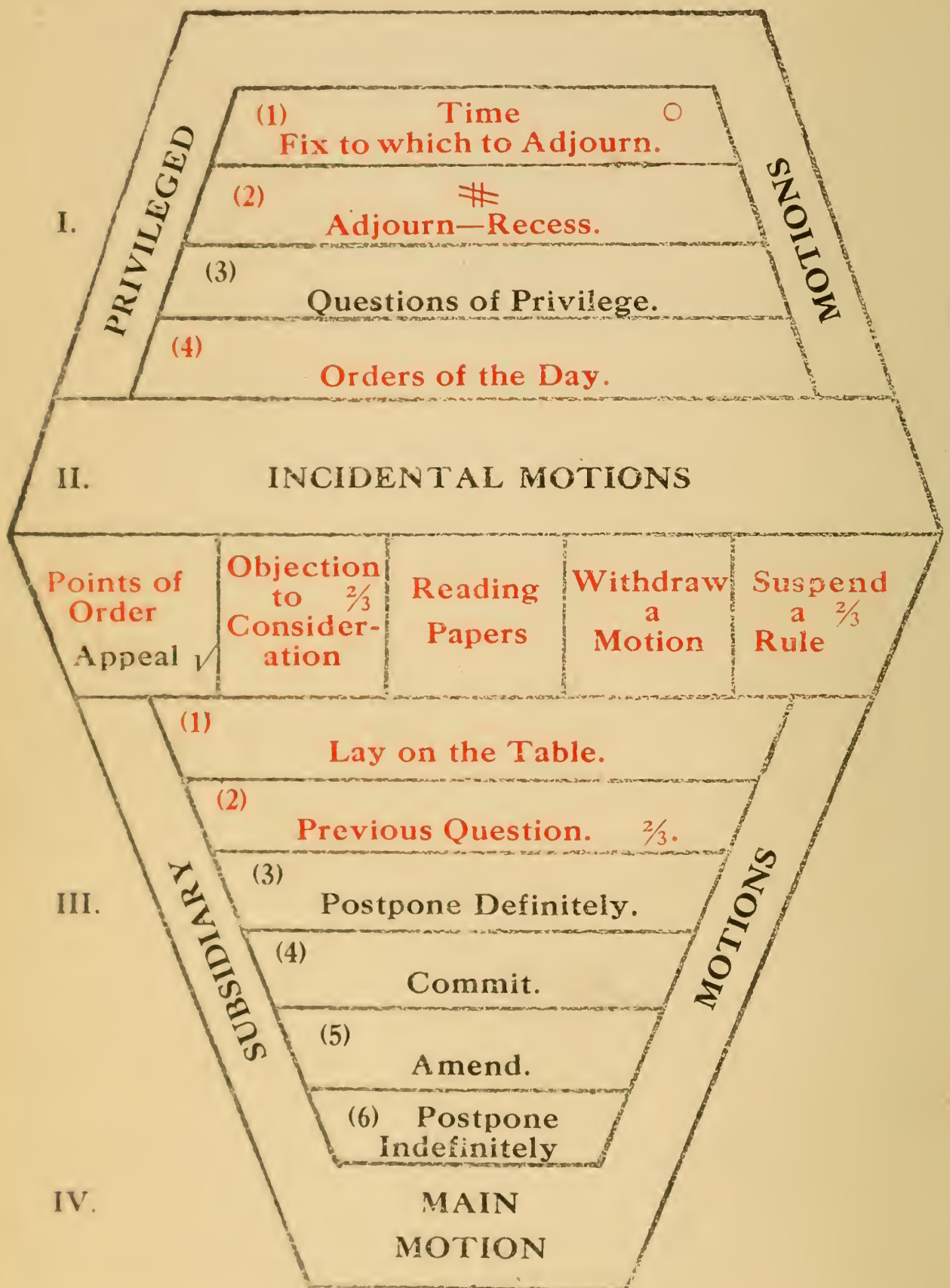
©CIA371903

no 1

DEDICATED
TO THE FIRST ORGANIZATION THAT DEVELOPED
FROM THE AUTHOR'S CLASSES
THE PARLIAMENTARY LAW STUDY CLUB
OF
MOBILE, ALA.
ORGANIZED JUNE 25, 1913
FEDERATED FEBRUARY 28, 1914



DIAGRAM OF PARLIAMENTARY MOTIONS



Roman Numerals:—Class.

Arabic Numerals:—Order of precedence in relation to each other.

$\frac{2}{3}$:—Vote required.

Red Ink:—Undebatable.

✓:—Undebatable if non debatable questions are pending.

○:—Debatable if made when no other motions are pending.

#:—Debatable if qualified.

THE DIAGRAM.

The Main Motion is placed at the bottom of the figure because it is the lowest in the order of precedence of all the motions notwithstanding the fact that it is the motion upon which all action is based. The other motions are placed above it in regular order, proceeding from the lowest to the highest in the order of precedence, the highest being at the top of the figure. The Roman numerals in the margin indicate the Four Classes of Motions; the Arabic numerals in parentheses at the left of the motions indicate their order of precedence among themselves; and as the Incidental Motions have no order of precedence among themselves, they are placed in the same space and are not numbered. The UN-DEBATABLE MOTIONS are printed in RED INK, and the small marks and fractions are explained on the Diagram.

Throughout the Lessons numerals refer to pages unless preceded by a specific sign or word, or followed by some specific matter.

References at conclusion of subject or lesson are to subjects treated of and do not imply agreement with statements in the lessons in all particulars.

References are to the following editions: Robert, 1904; Reed, 1898; Cushing, 1887; Shattuck, 1895; Hollister, 1902; Fox, 1913.

The diagram method of illustrating the precedence of motions was suggested to me in Mrs. John F. Lewis' little book on parliamentary procedure.

PREFACE.

This little book is published in response to the request of members of the author's classes of 1913. It is their desire to have the lessons, with the references, which they are kind enough to consider a valuable feature, in permanent form. The Lessons, although based upon some six manuals of recognized authority, are not intended to take the place of the manuals. On the contrary, the writer hopes that the Lessons will be of use in the study of the subject, the question and answer form being designed to bring forward and emphasize the salient points of the laws set forth in the manuals.

In preparing these Lessons a thorough study was made of what has been written of parliamentary law; and especial attention has been paid to the manuals of six authors, best known as authorities on the subject: "Rules of Order," by Henry M. Robert; "Parliamentary Rules," by Thomas B. Reed; "Cushing's Manual," by Luther S. Cushing; "The Woman's Manual of Parliamentary Law," by Harriette B. Shattuck; "Parliamentary Usage," by Emma A. Fox; "Manual of Parliamentary Terms and Procedure," by Lillian M. Hollister. Other manuals carefully studied and occasionally quoted are: "Parliamentary Law with Diagram of Motions," by Nanette B. Paul; "Compendium and Question Book of Parliamentary Law," by Lillian Cole Bethel; Mrs. John F. Lewis' "Lessons and the House Manual and Digest" (1912), containing Thomas Jefferson's "Manual, the Rules of the House and a Digest of their Practice," compiled and arranged by Mr. Charles R. Crisp, of Georgia, Clerk at the Speaker's Desk." Through Mrs. Hollister's valuable "Digest of Opinions," etc., included in her Manual, access was had to the opinions of other writers, than those already enumerated, on certain mooted points or practices, as follows: Waples' Hand Book, Roberts' Syllabus, Neeley's Parliamentary Practice, Steven's Law of Assemblies, Warrington's Manual, Crocker's Parliamentary Procedure, Smith's Diagram of Parliamentary Rules, and Fish's Manual.

The answers in the Lessons, in many instances, may be called "composite," because it may be that only one component part of an answer will be found in any one of the

references appended to it or in any one of the manuals consulted. As a rule the first authority referred to is the one by whose text the major part of the answer was suggested, and who is the preferred authority. An earnest and conscientious effort has been made to be accurate and to understand the point of view, but as it is difficult to attain perfection, the author apologizes in advance for any mistakes of interpretation or errors of judgment.

In noting differences of opinion or commenting upon any given subject it has been thought best to include the notes in the lesson devoted to that subject and in immediate proximity to it, where possible, rather than to put such matter in foot notes or as appendices.

In the Review Lesson the purpose is to draw together and call attention to those motions most frequently used, and therefore most necessary to practice and to know.

In conclusion, it must be confessed that where differences of moment exist between well known and competent authorities it is difficult to decide what to teach as authoritative. For this reason the conflicting opinions were carefully compared and, except in a few instances where general custom appeared to be against it, that opinion which appealed to the judgment of the writer as being most logical and practical was selected. Organizations and students will do well to follow the authority preferred by each, the organization being at liberty to adopt in addition such special rules as may seem necessary. It should always be remembered that the spirit of the law is its most essential part, the spirit is justice, tempered by good sense and kindness.

LESSON I.

Introduction to Parliamentary Law; The Main Motion; Objection to Consideration; Withdrawal of Motion; Division of Motion; Principles Applying to Motions in General; Motions that May be Made Without Obtaining the Floor; Motions that Require no Second.

“Wherever there is an assembly there is need for parliamentary law.”—Reed.

“It is very material that order, decency and regularity be preserved in a dignified public body.”—Hatsell.

1. What is Parliamentary Law?

The body of laws or rules in common use in legislative and all other deliberative bodies for the orderly, accurate and expeditious conduct of business. They are the result of accumulated experience and are generally approved and accepted.

2. Why it is called parliamentary law?

Because as a system it had its origin many generations ago in the British Parliament.

3. Is it unchangeable and arbitrary?

The principles upon which it is based have become fixed, but the system as it exists today is the result of natural growth and selection, and is still in process of development, such new precedents being established and new rules added, from time to time, as in the general experience are found to be necessary and sound.

4. Why should every one be familiar with the fundamental principles and practice of parliamentary law?

Because the increasing tendency toward organization and the resulting number of organized bodies makes it probable that any person, whether man or woman, may be called upon at some time to participate in a public meeting or an organized effort for the general good, and should be able to do so with confidence and in a manner to inspire respect. If not called upon to take part in the proceedings an intelligent understanding of the science of conducting meetings properly is nevertheless desirable.

5 Upon what fixed principles is it based?

1. Equality, which means, that as members of the aggregate body each person shall have equal opportunity to participate in its business.

2. Justice: each shall have fair and impartial treatment and be protected from discourteous interruptions and personalities.

3. That the majority shall rule, it being conceded that the will and judgment of the collective body can only be adequately expressed in this way.

4. That the minority also have rights and that they must be preserved.

5. That only one thing shall be under consideration at the same time.

6. That no action shall be taken without due deliberation.

6. What is the object of parliamentary law?

To enable an assembly to ascertain the will or judgment of the majority, to shape its actions accordingly and to transact its business, as Jefferson says, with "economy of time, order, uniformity and impartiality."

7. Is the parliamentary law in common use in the United States the same as that in use in Great Britain?

No. A few radical changes have been made by Congress, such changes as make it better adapted to a popular government than is the English law. The rules of Congress, modified where necessary by special rules, are in general use in the United States and constitute American Parliamentary Law. Parliamentary law has become a part of general law, and is recognized by courts of law as legal and binding.

8. Parliamentary law is divided into how many classes?

Two: General and Special.

9. What are Special Rules?

Such as are not to be found in the general law, but may be necessary to an individual organization. They must be based upon the fundamental principles of parliamentary law and adopted in a parliamentary manner to be sound, or legal. They may be compared with statutory laws, and for the organization adopting them they are superior to the general laws, just as statutory laws are superior to the common civil law in the state adopting them.

10. When can an association make special rules?

Not until it is completely organized.

11. When does a special rule become a part of Parliamentary law?

After it has received the approval of many assemblies, and the sanction of time, so that it has become generally adopted.

12. What is the understanding with which assemblies meet, and why?

Action taken irresponsibly, without any law or order or the consent of the majority, would not be legal or binding; therefore, assemblies meet with the tacit understanding that they will be governed by such parliamentary rules as are in general use, unless conditions require special rules.

13. In parliamentary law, what is the general principle of decision?

The natural one: that the will of the majority shall govern. Reed 28; Robert 110; Cushing 24.

14. Are there any exceptions to this general rule?

Yes. A plurality vote is adopted by special rule in some cases; a two-thirds vote is occasionally necessary to protect the right of the minority, and there are times when even a unanimous vote is required.

References—Parliamentary Law: Robert 17, 19; Reed 11, 15; Cushing 9, 19; Shattuck 9, 13. Mrs. Shattuck's Introduction and Conclusion and Reed's Chapter I are especially recommended for reading.

THE MAIN MOTION OR THE INTRODUCTION OF BUSINESS.

“Before one begins, there is need of forethought, and after we have carefully considered, there is need of speedy execution.”—Sallust.

15. How is parliamentary law applied.

By means of motions.

16. What is a Motion?

A Motion is the statement in parliamentary form of some proposition upon which the maker of the motion desires the assembly to take favorable action.

17. Can a proposition be introduced for consideration and action in any other way than by means of a motion?

The only proper basis for business is a Formal Motion, regularly made, stated and put to vote. Shattuck 53; Robert 25; Cushing 35; Reed 76.

18. When may such a motion (called variously: an "Independent, Main, Principal, or Original Motion or Resolution) be made?

At any time when no other is pending. (Pending means: has the floor—is under consideration).

19. What is the difference between a Motion and a Resolution?

There is no practical difference, as each is merely a form, or vehicle, for presenting a proposition. The Resolution is the more formal of the two, and therefore is more appropriate under some circumstances, such, for instance, as when "a resolution of thanks" is the subject.

20. What should be the character and form of a Motion, and what words should be used?

Any words that clearly express the meaning may be used, but the Motion should be as concise as possible, and should relate to one subject.

21. Should it be affirmative or negative in form?

Affirmative—that is: so expressed that the vote in favor of it will be Yes, and not No.

22. Should it be verbal or written?

Is usually made verbally, but if long, or involved, or presented in a large assembly, should be written.

23. How, that is, by what process should a Motion be made?

(1) Member rises and addresses Chair. (2) Chair "recognizes" member, thereby "giving her the floor." (3) Member having "obtained the floor," makes motion and resumes seat. (4) Another member seconds the motion (if a second is required). (5) Chair states motion. (6) Chair gives opportunity for debate, and then asks, "Are you ready for the question?" (7) The motion is put to vote and the result declared.

24. What is the proper form for introducing it?

If verbal, it should be introduced as follows: "Madam (or Mrs. or Mr.) Chairman (or President, or other proper title), I move that our club have its annual meeting in the

lecture hall of the Bayside Park." If written, it is usually presented in the form of a resolution, as follows: "Offered by (name of author): Resolved, That our club," etc. After reading, the author will say: "I move that the resolution be adopted."

25. What right has the chair in regard to the introduction of motions or resolutions?

May require them to be written.

26. Should business be suspended while a motion is being written?

No; and if the order of business is completed while this is being done and a new order of business is entered upon, under which the motion cannot be entertained, the opportunity of presenting the motion may be lost.

27. Are there any motions that may be made without obtaining the floor?

Only a few, as follows: Call for the Orders of the Day, Point of Order, Question of Privilege, An Appeal. Fox 92.

28. What is meant by: "The Chair Recognizes the member?"

When a member rises to make a motion and addresses the chair (presiding officer), the chair responds by calling the member's name so that all may know that "Mrs. Hall" has the floor. Member (rising and addressing chair): "Madam President." The chair (addressing the member): "Mrs. Hall." This constitutes recognition and secures the floor for the member, who then proceeds to make her motion. If the name is unknown to the chair, it may be asked for, or recognition may be given in any polite, tactful way that will serve to single out that particular member as having the floor.

29. What is meant by "Seconding" the motion?

After a motion is made or a resolution offered, some member signifies approval (practically votes for it) by saying: "Madam Chairman, I second the motion (or resolution)."

30. Must a motion have a second?

Seconding is customary in ordinary societies, but should not be obligatory.

NOTE.

A majority of the parliamentarians consulted require a second to motions, but motions are not seconded in either house of Congress except in a few cases, by special rule. The

requirement of a second became obsolete in the House of Representatives very early and was dropped from the rules in 1880. A second is no longer required by the Legislature of Massachusetts, and in many other legislative bodies and large associations it is no longer insisted upon. The opinion advanced by Mrs. Shattuck, "that one member has as much right to present a proposition as two members," and, that "while a motion may be seconded, it need not be," is sound.

References—Seconding of Motions: House Manual and Digest 148, 329; Shattuck 58; Reed 77; Robert 29 (also note); Cushing 40; Fox 88; Hollister 41.

31. Must one who seconds a motion be recognized by the chair.

Majority say that she must rise and be recognized. Robert says any one may second a motion without rising or addressing the chair. In the judgment of the writer, if seconding is required, in large, formal assemblies one should rise and be recognized; in small gatherings seconding a motion without this formality should be permitted.

32. What motions do not require a second, even where seconding is customary?

Robert's list is as follows: Orders of the Day, Questions of Order, Objection to Consideration of a Question, and Matters of Routine. To Robert's list Mrs. Hollister adds: Call for Division, Call for Reading Papers (bearing on the subject under discussion), Filling Blanks, Nominations, Questions of Privilege, and Withdrawal of a Motion. Robert 30; Hollister 16; Fox 92.

33. When is a proposition properly before a meeting for discussion (debate) and action, and what is it then called?

After the chair has "stated" it. It is then called "The Question." If it orders something to be done, it is called an "Order."

34. What is "Stating" the motion?

When the presiding officer presents a motion to the assembly as follows, "It has been moved and seconded that (repeating the proposition as nearly as possible in the exact words of the mover) she "states" the motion. The motion thereby becomes the property of the assembly and no longer "belongs," so to speak, to the author of it.

35. When the motion is stated what follows?

Debate, if the motion is debatable, as all independent or main motions are.

36. If Debate does not immediately ensue, what should the chair do?

The chair calls for remarks, unless the motion is undebatable, in which case it is put to vote at once. In an inexperienced assembly the chair should encourage members to express their views.

37. What two extremes should a fair minded chairman avoid?

Suppressing a motion because it has not been seconded, or putting one to vote hastily, without giving opportunity for debate.

38. What is meant by "Putting" the motion.

Taking the vote on it. When the limit of debate has been reached the chair asks: "Are you ready for the question?" or "Are there any remarks?" or "Are there any further remarks." all of which mean simply: "Have you discussed this question sufficiently, and are you now ready to decide it by vote?"

39. What votes are taken?

Both the affirmative and the negative, and the affirmative is taken first. It is the duty of the chair to announce the result. This is called "Declaring the vote."

40. What effect has an affirmative vote on a motion?

It orders the action outlined by the motion to be carried out. A negative vote defeats the proposed action.

41. How does the chair Declare the result?

On the affirmative vote: "The motion is carried," is the usual form. Other forms are: "The motion is adopted, or prevails, is ordered, is a vote." On the negative: "The motion is lost."

42. How many Classes of Motions are there?

Four, and a few unclassified or miscellaneous ones. The four are: (1) Main Motion (or Resolution); (2) Subsidiary Motions (Dependent or Secondary), (3) Incidental Motions; (4) Privileged Motions. Two, three and four are what are known as "Technical Motions."

43. When a main or principal motion is before an assembly, what other motions may be made?

Any of the so-called "technical" motions.

44. Need any of these be written?

The form of all except amendments, being fixed, short and easily remembered, it is not necessary to write them. Amendments, however, if long or involved, should be written.

45. When a motion is recognized as pending, must it be disposed of at the same meeting?

Yes, unless it is withdrawn or the meeting adjourns. It may, however, be interrupted by motions having precedence of it; but, as it is merely suspended until such motions are acted upon, consideration of it must be resumed unless it has itself been disposed of by the action taken on the interrupting motions. Robert 175.

46. What are the four most important points to be remembered about a motion?

1. How to correctly present it. 2. How to state it. 3. How to put it to vote. 4. How to announce the result. Lewis.

47. What General Principles apply to any ordinary motion or amendment.

1. No motion can be made unless a quorum is present.
2. Any motion properly presented must be considered.
3. The floor must be obtained to either make or second a motion.
4. It cannot be made while another motion is pending.
5. It must be seconded, (if the seconding of motions is obligatory).
6. It is debatable, but debate must be confined strictly to the motion.
7. It can be amended.
8. It requires a majority vote, and the vote can be reconsidered. Robert 12; Fox 90.

NOTE.

Motions that are not governed by the above principles are exceptions to the general rule. There are a number of reasonable exceptions in regard to which parliamentarians differ, but only slightly. These will appear in the text in their proper connection.

References—The Main Motion: Robert Article I, Part 1, 25; Article II, 32; Reed Chapter VIII, 74; Cushing Chapter IV, 34; Shattuck Chapter V, 53; Hollister 41; Fox Chapter V, 54.

DRILL.

Practice the making, seconding, stating, putting and declaring of an independent or main motion.

OBJECTION TO CONSIDERATION.

48. When a motion is made that seems out of place, profitless or objectionable in any way, what Incidental Motion may be used to prevent its discussion?

Objection to consideration.

49. To what class of motions does Objection to Consideration apply?

To principal or main motions only.

50. When should it be made?

It must be made immediately, before discussion has begun, and the mover need not wait to be recognized by the chair.

51. What is the form for making it?

"Madam Chairman, I object to the consideration of the question," or "Madam Chairman, on that question I raise the question of consideration." It can be made while a member has the floor.

52. How does the chair state it?

"The question of consideration is raised. Shall the question be considered? All in favor say 'Aye;' opposed, 'No.'"

53. Can it be debated or have any Subsidiary or Secondary motions applied to it?

It cannot be debated or have any secondary motions applied to it.

54. In what does Objection to Consideration differ from any other motion?

It is the only one that is carried by a **negative** vote. It requires a two-thirds vote.

55. What is the effect of the negative vote on the measure objected to?

A negative vote prevents any discussion and dismisses the question objected to as if it had never been brought up, and for the entire session, it need not even be recorded. If the vote is affirmative, the subject is taken up and discussed as usual.

56. Can the vote on Objection to Consideration be reconsidered.

Yes, but not if the vote is in the affirmative and consideration has begun. Reed 218 (table); 219 (4); Robert 74, 8 (table).

57. What high privilege has Objection to Consideration.

No other motion is in order while it is pending.

58. Can the chair put this question without a motion from the floor?

Yes.

59. Can a motion that has been suppressed by objection to its consideration be renewed?

Not at the same meeting, and if brought up at any meeting following must come up as new business.

60. What motions which yield to all other Incidental Motions do not yield to Objection to Consideration?

To Lay on the Table, Take from the Table, Postpone Indefinitely; to Adjourn (if qualified).

References—Objection to Consideration: Robert 47, 132; Reed 80, 139; Fox 67; Hollister 45.

WITHDRAWAL OF MOTION.

61. Who may withdraw or modify a motion, or offer a substitute for it at will, and under what circumstances?

The mover, before it has been stated by the chair, because until then it belongs solely to the one who made it.

62. If the motion has been seconded, what can the second do in case the motion is modified or a substitute is offered for it by the mover?

May withdraw the second.

63. Can a motion be withdrawn without the consent of the second?

Not if seconding is made obligatory, but the consent is seldom refused.

64. What is the form used for Withdrawal, etc.?

“Madam Chairman, I withdraw my motion,” or “I wish to modify my motion as follows—,” or, “I offer the following substitute for my motion.” If the motion has been stated, “Leave to withdraw” is asked as follows: “Madam Chairman, I ask leave to withdraw my motion.”

65. When Leave to Withdraw is asked what will the chair do?

Will say: “If there is no objection the member is allowed to withdraw the motion.” If objection is made, the question

of allowing the mover to withdraw or modify her motion must be put to the vote.

66. Why cannot the maker of a motion withdraw it without the consent of the assembly after it is stated by the chair?

Because after it is stated by the chair it is in the possession of the assembly and is no longer at the disposal of the mover.

67. What may any other member besides the author of a motion do before it has been debated?

May move that the author be allowed to withdraw her motion. If withdrawn it need not be recorded.

68. If it is withdrawn, what becomes of any motions relating to it that may be pending, such as amendments, subsidiary motions, etc.?

They are of necessity withdrawn also.

69. To what class of motions does Withdrawal belong, and what questions does it precede?

It is an Incidental Motion and precedes all the Subsidiary Motions.

70. To what motions does it yield?

To any pending Incidental Motion, and to all Privileged Motions. (Precede means to go before, to outrank because superior to. Yield means to fall below, give place to because inferior to.)

71. To what does Withdrawal apply?

To Independent or Main Questions and Nominations.

72. Can it be debated, or have any Subsidiary Motion applied to it?

No.

73. Can a motion be withdrawn after the vote on it has been ordered, or if it has been amended or changed in any way?

Yes; on formal motion and vote.

74. Can it be reconsidered or renewed?

May be reconsidered, but not after the mover, having obtained leave to withdraw, has withdrawn it. It may be renewed because it has never been acted upon.

References—Withdrawal of Motions: Robert 49; Reed 79, 137,219; Cushing 91; Shattuck 62; Hollister 46; Fox 71.

DIVISION OF MOTION.

75. When may a motion be divided?

If it consists of two or more distinct parts, each of which contains a complete substantive proposition such as could be adopted independently, it may be divided.

76. What is the nature of the motion to Divide.

Is of the nature of an amendment, but differs a little in treatment.

77. Can this motion be debated or amended?

May be amended by dividing it differently; debate should be limited to the propriety of dividing.

78. What is the form for making it?

“Madam Chairman, I ask for a division of the question and move that it be divided into (so many parts), the first to end with the word in the second line, the second with the word in the fifth line,” (and so on); or, “I move that the question be divided into three propositions, as follows:” (reading them).

79. When divided what does the motion become?

A series of questions to be considered and treated one by one, in the order stated, as if each were an independent proposition.

80. Can any member demand a division of a question without a formal motion and vote?

There is no such general rule.

81. Has the chair the right to divide a question without a motion from the floor?

No.

82. What privilege has the chair if a member is allowed to call for a division without a motion from the floor?

The chair can decide, subject to an appeal to the assembly, that the division proposed cannot be made, and Cushing says further that the chair is to decide whether the motion is susceptible of division and into how many and what parts it shall be divided.

83. When a motion to divide is made from the floor, who makes the division.

The maker of the motion.

84. Can the vote on this motion be reconsidered?

Yes.

85. If a motion is complicated or involved, or too long to be easily understood and discussed as a whole, and yet is not susceptible of division into distinct substantive propositions, what may be done with it?

In lieu of division it may be amended in the usual manner, namely, by propositions to strike out, etc., or by substitution, or it may be referred to a committee for revision, etc. The committee may or may not be instructed, as seems best.

86. After the Previous Question has been ordered, may a division be called for?

Yes. Fox 73; Reed 139.

87. What cannot be divided?

A Main Question, from its amendments; a motion to Commit, from its instructions; motion to strike out and insert; a preamble, from its resolutions.

NOTE.

There is difference of opinion on a number of points in regard to Division of Motion, as noted below:

Cannot be Debated: Shattuck, Fox, Reed, Waples, Paul. Limited Debate, with varying conditions: Hollister, Crocker, and Stevens. Debate implied: Robert and Cushing.

Member may call for Division without motion and vote, if there is no objection: Hollister and Fox. Motion from floor required: Robert, Reed and Shattuck (implied).

Chair may divide without motion, if there is no objection and no rule to the contrary: Shattuck and Fox. Motion from floor required: Robert, Reed and Cushing.

Chair may make the Division: Shattuck. Mover must state in the motion what division is desired: Majority.

Can be reconsidered: Majority. Cannot be: Fox.

References—Division of Motion: Robert 31, 67, 176; Reed 109; Cushing 55; Shattuck 64; Hollister 48; Fox 73.

DRILL.

A. Practice the forms for making all the motions in this lesson.

B. Secure floor, offer a motion, second the motion, state it (as the chair should do), raise an objection to the consideration of the question, etc.

LESSON II.

Amendment: Primary and Secondary; Motions that Cannot be Amended; Ways to Amend or Modify a Motion; The Substitute Motion, Paragraph, etc.; Filling Blanks, or Sums, Times and Names; Amendment Chart.

“The most important part in every affair is to know what is to be done.”—Celebrated messages.

88. What may be done with a motion that is not entirely satisfactory?

It may be amended.

89. What is an Amendment?

An Amendment is an alteration, presumably for the better, as its name implies, but in practice it has come to mean a change of any sort, except of subject, even if the intent of the author of the motion is contradicted thereby.

90. What must be the nature of an Amendment, and what is its effect?

It must be “germane,” or relevant to the subject of the main motion, and its effect is to place two motions before the assembly: The main or original motion (which introduces the subject) and the motion to Amend or change the original motion.

91. Why allow an amendment to change the original purpose but not the subject of a motion?

Because, after a proposition comes into the possession of an assembly, the right to decide what shall be done with it belongs to them and not to the mover, and, as Warrington says, “A member who offers a proposition in good faith is entitled to a vote upon it unembarrassed by other subjects, though he must submit to hostile amendments on the same general subject.

92. If there is difference of opinion as to whether a proposed amendment is germane, who decides?

The chair, who will refuse to entertain the amendment if it appears to be irrelevant.

93. If the chair refuses to entertain an amendment on the ground that it is not germane, what can the mover do.

May take an appeal.

94. How many amendments may be before the meeting at the same time?

Two, an amendment to the main motion and an amendment to the amendment. The amendment to the original motion is called a primary amendment, or an amendment of the first degree, and the amendment to the amendment is a secondary amendment, or an amendment of the second degree. This is as far as amendment can go at one and the same time.

95. To what does the first or primary amendment apply, and what is the result if it is adopted?

It is an amendment of the main or original motion, and applies to that; if it is adopted it becomes an integral part of the main motion.

96. To what does the second or secondary, amendment apply, and which is voted on first?

It is an amendment to the first or primary amendment, and if adopted becomes a part of it. The secondary amendment (the one last made) is voted on first, and then the primary amendment as amended. Shattuck 131; Cushing 67; Reed 96; Robert 177; Fox 58; Hollister 47.

97. What is the rule in regard to debate on amendments and why is it necessarily elastic?

Debate is restricted to the subject matter of the amendment, but sometimes this is so closely related to the main question that discussion of the amendment necessarily involves some discussion of the main question.

98. What is the process of voting on an independent or main motion and one amendment?

The vote is first taken on the amendment and if that is adopted the chair will say: "The question now falls upon the original motion as amended. The motion is as follows:" (Reads original motion as changed by the amendment.)

99. Why are the amendments voted on first?

Because the rule is that all the parts of a question must first be perfected then the question as a whole, made up of perfect parts, can be voted on.

100. What is the process of voting on a motion and two amendments?

The vote falls first (1) on the amendment last made (the secondary), then (2) upon the one first made (the primary) as amended, and finally (3) upon the main motion as

amended. The secondary, if adopted, is brought down into and becomes an integral part of the primary amendment. The primary, thus amended, if adopted is brought down into and becomes a part of the original or main motion. The vote now falls on the main motion as perfected by the amendments that have, by adoption, become an integral part of it.

NOTE.

There is a difference of opinion as to how many votes are necessary in voting on a motion and two amendments. Robert, Reed, Cushing and Fox are silent as to the number required; Shattuck calls for three, and Hollister for four. Bethel and Neely agree with Hollister, while Lewis, Smith and Roberts agree with Shattuck. Upon analysis, there seems to be no good reason why more than three votes should be taken as described in the answer above.

101. Two amendments having been made, when is another in order?

After one of the two has been disposed of. There can only be three motions, or actions, on the floor at the same time, namely (1) The main or independent motion. (2) The first or primary amendment. (3) The secondary amendment. More than these are not allowed in ordinary practice. Shattuck 132; Reed 95, 96; Cushing 63.

102. When the amendments are disposed of and only the original motion remains what principle applies to it?

The principle is that the main or original question becomes so changed by amendment as to be practically a new or different proposition and as such is subject to further amendment until it is satisfactory in form to the majority whereupon it is put to vote. Shattuck 132. (See question 123.)

103. If an amendment is adopted does that adopt the motion or resolution to which it is an amendment?

No, the motion may be lost "as amended."

104. What is "Accepting the amendment"? and when must allowing an amendment to be accepted be voted on?

The mover of an independent motion may "accept" an amendment, that is, may agree that it shall become a part of her motion just as if it had been put to the vote, before the question is stated by the chair, but after that, only by general consent. If any one objects, allowing the mover to ac-

cept must be voted on. Accepting an amendment is the quickest way to dispose of it. Shattuck 138; Cushing 61; Reed 109; Hollister 48.

105. Why may an amendment not be accepted without general consent after it is stated by the chair.

Because any and every question is in the possession of the assembly after the chair has stated it.

106. Should the chair ask the mover of the main motion if she will accept the amendment?

The chair should not so embarrass the mover because acceptance is optional, and if the mover remains silent it is because the amendment is not satisfactory.

107. Is it discourteous to refuse to accept an amendment?

No; but, as it is the quickest way to dispose of it, it is well to accept it if it is acceptable.

108. If the second amendment loses and the first carries what is the result?

The main question with the first amendment, that is to say the main question as amended, remains.

109. If the second amendment carries and the first loses, what is the result?

Only the original motion is left.

110. What is said of the use of the negative of a proposition as an amendment?

It is not admissible and should be ruled out of order.

111. Why is it not admissible?

It is customary and parliamentary to take the affirmative opinion first. The use of the word "not" merely reverses the vote and causes confusion without changing the question. To allow its use would be contrary to parliamentary procedure and good sense. Reed 117.

112. What general rule in regard to amendment applies especially to technical motions?

"Any motion may be amended that can be amended without changing it into a motion of a different kind." Shattuck 162.

113. To what does amendment apply?

To principle or main motions, reports, constitutions, by-laws, standing rules, filling of blanks, the motions to commit, to extend, limit or close debate, and questions of privilege.

114. What motions Cannot be Amended?

The following are listed by a number of authorities: To Adjourn, Rise (in committee) or Take a Recess; Call for the Orders of the Day; Appeals and Points of Order; Objection to Consideration of a Question; Reading of Papers, a Call for; Leave to Withdraw a Motion; To Suspend the Rules; To Lay on or Take from the Table; Call for the Previous Question; Motion to Reconsider; Amendment of an Amendment or of a Substitute; To Postpone Indefinitely. Robert 60, 8 (Table); Reed 145-147; Shattuck 162; Fox 93; Hollister 16.

115. What is the rank of the motion to amend?

It is fifth in rank of the Subsidiary Motions.

116. To what motions does the motion to Amend yield and which does it precede?

Yields to any Privileged, Incidental or Subsidiary Motion, except to Postpone Indefinitely, and takes precedence of nothing but the question which it is proposed to Amend and to Postpone Indefinitely.

117. Are amendments debatable?

Yes.

118. Can an amendment be tabled, postponed or committed alone?

No, an amendment cannot be separated from the motion it applies to, but these motions are in order while an amendment is pending and if adopted the whole question (main motion, amendments, etc.), is tabled, postponed or committed except that an amendment to the minutes may be tabled without carrying the minutes to the table and certain amendments may be committed, for verbal improvement, for example (this being only a temporary separation) but final action on the main question must be deferred until the committed amendment is reported back or restored, so to speak. (See Question 245, 251.)

119. Can the Previous Question or a motion to Close Debate at a specified time be applied to either a primary or a secondary amendment without affecting the main question?

Yes, but they must be moved on the amendment: "I move the previous question on the amendment," etc.

120. Can amendments be reconsidered and how?

Yes, in their regular order, the one adopted last being first reconsidered.

121. Can a motion to amend be made after the affirmative vote on the main question has been taken?

Yes, unless a special rule to the contrary has been adopted or the voting is by yeas and nays.

122. How may a defeated amendment be renewed?

May be offered in a new form, so changed as to be practically new.

123. What principle opens a question to repeated amendment or to renewal?

The principle of change: such alteration or modification as tends to make the question different or substantially new. This change may be in the question itself or in its status.

124. When it is desired to offer an amendment which is not then in order what can be done?

One may "give notice" that such or such an amendment will be offered at the proper time, and may at the same time speak against the pending amendment.

125. Is a motion necessary for the correction (amendment) of numbers affixed to paragraphs, articles or sections of constitutions, etc.?

No; the secretary is expected to make any obviously necessary corrections in such matters. Robert 68.

126. What general rule applies to motions?

The last motion stated by the chair is the only one under immediate consideration, and is always the first one to be voted on. Fox 58.

127. What rights are undisputed in all modern assemblies?

The right to originate and the right to amend. Reed 95.

References—Nature and Effect of Amendment. Robert 65, 176; Reed Chapter IX, 94; Cushing Chapter IX, 54; Shattuck Chapter XI, 127; Hollister 46; Fox 58.

Ways to Amend or Modify a Motion or Proposition.

Substitute Amendment.

"The rejection of a proposition is just as much the progress of business as its acceptance. "No" just as properly expresses the will of an assembly as "Yes."—Reed.

128. What are the several methods of amending a motion?

- (1) By inserting words;
- (2) By striking out words;
- (3) By striking out words and inserting other words in their

place. Words inserted or stricken out must be consecutive. Shattuck 152; Reed 95; Cushing 62; Hollister 47.

129. What are some other ways of expressing the same method?

Such terms as adding, eliminating, transposing, substituting, etc., are also sometimes used, all of which are merely different ways of expressing some one of the above three forms. For example: substituting is striking out and inserting; transposing is striking out of one place and inserting in another. Crocker 48; Neely 50; Stevens 49; Fox 60; Waples 24; Robert 66; Smith 17; Roberts 14.

130. What manner of words may be inserted?

Any words relevant to the subject.

131. What is the form for putting the motion to insert to vote?

“You hear the motion to insert the words before (or after) the words so that the motion will read Are you ready for the question?” or, “It is moved to amend by inserting,” etc.

132. What is the effect of a negative vote on a motion to Amend by inserting? Of an affirmative vote?

If such a motion is negatived the same words, or a part of them, cannot afterwards be inserted, but the same words or a part of them, with others, may be—this being a **different** proposition. On an affirmative vote the words are inserted. Shattuck 146; Reed 97; Cushing 69. (See Question 123.)

133. Once inserted, if it is desired to eliminate them how can it be done?

The same words or part of them cannot be stricken out, but other words may be added to them and then the whole may be stricken out.

134. How is the motion to Amend by striking out put to vote?

“Shall the words be stricken out?”

135. What is the effect of a negative vote on an amendment by striking out? Of an affirmative vote?

On a negative vote the words stand and cannot afterwards be acted on unless combined with others. On an affirmative vote the words are stricken out. Reed 99; Robert 66; Shattuck 146, 156; Cushing 65.

136. When the motion is made to strike out and insert what must be the character of the words inserted?

They must be relevant.

137. What is the form used for this motion?

"I move to amend by striking out the words and inserting the words"

The Chair: "You have heard the motion to strike out the words and to insert the words in their place, the question is on agreeing to the amendment," or "Shall the words be stricken out and the words be inserted?"

138. Can the motion to strike out and insert be divided?

It is one motion and cannot be divided. Reed 101; Robert 66 (also note); Shattuck 151.

139. Although the motion to strike out and insert is one motion and cannot be divided how is it amended?

In amending it is considered as two questions, the first part (the part to be stricken out) having precedence. Robert 66 (note).

140. What is the effect of an affirmative vote on a motion to strike out and insert? Of a negative vote?

If decided in the affirmative the words stricken out, or a part of them, cannot be afterwards inserted, nor can the words inserted, or a part of them, be afterwards stricken out; but the same words, or a part of them, with **others** may be either inserted or stricken out. If the negative vote carries, the motion to strike out and insert cannot be made afterwards in the same form but must be so changed as to be practically new or different in order to be renewed. (See Question 123.)

141. In what way can a second vote be secured on an amendment, or a motion, besides through a motion to reconsider?

By moving to insert one, or more, new words before, or after, those already adopted and **then** (if the motion carries) moving to **strike out all** the words inserted by **both** amendments. Shattuck 144 (Illustration).

142. What form should the chairman use in stating a motion to Amend?

The chair (1) repeats the words proposed; (2) indicates the place in the motion where they are proposed to be inserted, or omitted; (3) reads the motion in the form in which it will stand if amended.

143. What general rule applies to a rejected motion to Amend by inserting, by striking out, or by striking out and inserting?

The general rule is, that **the same matter cannot be twice acted upon**, and any amendment must so **change the rejected motion as to make it a new, or different, proposition in meaning or scope**. Mere verbal changes are not enough. Shattuck 144, 147; Robert 67; Reed 97, 99, 101, 102; Cushing 66, 69. (See Question 123).

144. To what is the amendment called a "Substitute" equivalent and to what may it be applied?

The motion to Substitute is practically a motion "to strike out and insert," although the treatment is different. It may be applied to whole paragraphs, sections, amendments or motions. The form is usually: "I move as a substitute for the question (paragraph, etc.), as it now stands the following," etc., or "I move to amend by substituting," etc. Reed 100-105; Shattuck 154; Robert 67, 176.

145. Under what rules can a whole new motion or paragraph be substituted for the original motion or paragraph?

Under the general rule that while it may be entirely opposite in meaning and have all the words changed, it must be on the same subject.

Substitute Motion, Paragraph, or Amendment.

146. Is a substitute motion debatable?

Yes, if the main question is.

147. What difference exists among parliamentarians as to the treatment of the substitute motion (resolution, amendment, section or paragraph)?

Some consider and treat it as an ordinary primary amendment, others as a semi-independent motion, or privileged primary amendment, for which the usual rules applying to amendments are appropriately modified.

148. When treated as an ordinary primary amendment, can it be itself debated, amended, or divided and how is it voted on?

In this case the usual rule holds good, namely, that there can be on the floor at the same time only three actions, as follows: (1) the main motion; (2) an amendment to that motion (primary); (3) an amendment to the amendment

(secondary.) Consequently, the substitute, which as an amendment to the main motion falls under the law governing primary amendments, can only be offered when the floor is clear, that is, after any amendments that may have been made to the original motion have been disposed of and only the original motion as amended is left. The substitute then being offered can, like any other primary amendment, be debated, amended, or divided, until it is in satisfactory shape for the final vote. The only difference between it and an ordinary primary amendment under this method is that, if the substitute carries, it takes the place of the original motion and becomes and is the main question instead of being combined with and becoming an integral part of it. The usual two votes are taken, the first is upon the substitute, considered as an amendment, the second is upon it as the main motion as amended. Shattuck 154-155; Fox 60; Robert 66, 176.

149. If treated as a semi-independent motion, or privileged primary amendment, how many actions are allowed on the floor at the same time?

In addition to the usual three actions, two more are allowed, making five in all. (1) The original, or main, motion; (2) an amendment to that motion; (3) an amendment to the primary amendment; (4) The substitute; (5) An amendment to the substitute. The above method which involves five actions is the one preferred by the writer, it is the one in use in the House of Representatives and is sanctioned by Warrington 67; Waples 37; Neely 84; Hollister 49; Cushing 73 (substitute paragraph); Reed 103, 105; House Manual and Digest 349, Rule XIX, P. 804.

150. In this case what is done to both the original question and the substitute before a choice is made between them?

Each is perfected by amendment until its form is satisfactory to its friends. There is no limit to the number of

amendments that may be offered to either the original or to the substitute but the substitute is allowed **only one amendment at the one time**. The original motion may have the **usual two amendments at one and the same time**. The first to receive consideration is the original motion and when all the amendments offered to it have been disposed of and only the perfected motion remains it is not yet voted on as amended but is left, suspended, until the substitute also is perfected. A choice is then made between the two perfected motions, or paragraphs: The substitute is the first to be voted on. If it loses, the vote falls on the original motion as amended. If the substitute carries, a vote on the original is unnecessary, the substitute takes the place of and **becomes the main motion or question** and as such is now subject to further amendment.

151. What motions applied to a substitute apply also to the main question?

To Lay on the Table, to Postpone Definitely, to Commit, the Previous Question and a motion to Close Debate at a specified time, unless the last two are limited to the substitute by the mover.

152. Is the motion to Postpone Indefinitely in order while a substitute motion is pending?

No, it is an inferior motion and cannot be made while any amendatory motion is pending.

153. How does amendment by substitution apply to the motion to Commit?

Can be amended by substituting one committee for another.

References—Ways to Amend a Proposition: Robert 65, 176; Reed Chapter IX, 95; Cushing Chapter IX; Shattuck Chapter XII, 142; Hollister 47; Fox 60.

Filling Blanks, or Sums, Times and Names.

154. In amending a motion containing a name, or a sum, or

in which a time is specified, or in which blank spaces are left to be filled, what is the method of procedure?

While of the nature of amendment, sums, times and names are treated differently insofar as the number allowed on the floor at the same time is concerned. Whether the motion, resolution or report, is presented with blanks or not, blanks are supposed to exist, and suggestions are received for filling them, each member being privileged to suggest one sum, or time or name until all have made suggestions who wish to do so. These are all "in nomination," so to speak, at the same time. In Jefferson's Manual these are considered to be "alternative or successive originals."

155. If sums are under consideration, which sum is first voted on?

The general rule is that sums are voted on one at a time, beginning with the largest, until a choice is made, and this is recognized as the best method when appropriations are under consideration, but if the sale of property is in question it is better to begin with the smallest amount mentioned.

156. When an hour, a day, or a specified time is the question, how proceed?

Begin with the longest time.

157. How are names voted on?

In the order nominated, beginning with the one mentioned in the original motion, resolution or report. The vote is by voice unless a special rule or an immediate motion and vote calls for some other form.

158. In each case, whether sums, times or names are under consideration what is done after the blanks are filled?

The motion, as amended, is voted on as usual.

References—Filling Blanks. Robert 68; Reed 111; Cushing 57; Shattuck 158; Hollister 50; Fox 69.

Amendment Chart.

The three actions usually allowed in connection with an Independent Motion are as follows:

1	MAIN MOTION	Introduces business may be made when no other motion has the floor	Voted on as amended 3rd— the Final Vote
2	PRIMARY AMENDMENT	Is an amendment to the <i>main motion</i> and if carried becomes a part of it	Voted on as amended 2nd
3	SECONDARY AMENDMENT	Is an amendment to the first or <i>primary amendment</i> and if carried becomes a part of it	Voted on 1st

The vote falls (1) on the amendment **last made** (the secondary), then (2) on the **primary**, as amended, and (3) and last, on the **main motion** as amended. (See Questions 94-102, Lesson II.)

The Substitute Motion.

The substitute motion if treated as a semi-independent motion or a privileged primary amendment, allows five actions instead of the usual three on the floor at the same time, as follows:

1	MAIN MOTION	Vote falls on this 5th	<p>The first vote is taken on the secondary amendment to the main motion and then on the primary as usual, after which the main motion is <i>left suspended</i> until the substitute is perfected, therefore the 3rd vote falls on the amendment to the substitute, the 4th on the substitute as amended and if that is <i>lost</i>, the 5th vote is taken and falls on the Main Motion as amended. If the substitute is adopted on the 4th vote the 5th vote is of course unnecessary.</p> <p style="text-align: center;">(148 Lesson II)</p> <p>If the substitute motion is treated as an amendment it can only be made when the floor is clear of other amendments. It is then treated like any other amendment except that, if it is adopted, it takes the place of the original motion instead of becoming a part of it and must be voted on a second time, 1st as an amendment and 2nd as the main motion as amended. (See questions 144-150, Lesson II.)</p>
2	PRIMARY AMENDMENT (to main motion)	2nd	
3	SECONDARY AMENDMENT (to the primary)	1st	
4	SUBSTITUTE MOTION	4th	
5	AMENDMENT TO THE SUBSTITUTE	3rd	

DRILL.

- A. Practice the forms of all the motions included in the lesson until familiar with them.
- B. Offer a motion and amend it.
- C. Amend the amendment.
- D. Offer a substitute and amend it, etc.

NOTE.

As the motion to amend is more frequently used than any other this lesson, including the chart and the forms, etc., should be carefully studied.

LESSON III.

Debate and Decorum in Debate; Motions: On Which Full Debate is Allowed; On Which Debate is Limited; That Cannot Be Debated; The Previous Question or The Closing of Debate.

“Come as near your opponent as you can in all your propositions, and yield to him as much as you dare in a consistence with truth and justice.”—Isaac Watts.

159. What is Debate?

Debate, properly speaking is discussion of a formal motion. It presupposes remarks on both sides—for and against—but in practice it has come to mean anything that may be said on a given subject.

160. What is its object and what should be its character?

Its purpose is to bring about unity of opinion and action by such a comparison of views and facts as will enable a majority of those persons taking part to form a correct judgment. In character it should be relevant and dignified, an appeal to reason and right feeling and not to sentimentality or passion.

161. What is informal discussion?

Discussion of a question without a formal motion or before the formal motion has been stated by the chair; desultory talk.

162. When and how may it be allowed, and is it ever useful?

When time permits it may be allowed before formal debate is in order. While it does not decide anything, it is often useful in helping to crystalize opinion. Shattuck 53; Robert 29-30; Reed 162.

163. Is it in order for a member who rises to make a motion to preface the motion with remarks?

No, and the member may be called down at once and requested to make the motion; but such informal introductory remarks are usually permitted both on the part of the maker and the seconder of a motion.

164. When is debate in order, and when does it cease?

Is in order after a formal motion has been stated by the chair. Usually ceases after the vote is called for.

165. Can the chair close debate?

No, can only suggest that it be closed by asking: "Are you ready for the question?" and should avoid doing that in such a way as to hasten action, except in extreme cases.

166. Can it be resumed after the vote is called for or is partly taken?

Is in order even after the affirmative vote has been taken unless the vote is by yeas and nays (roll call), or there is a rule to the contrary. Hollister 38; Robert 111; Reed 163; Cushing 133.

167. What privilege has a member in this connection?

If absent from the room when the question was put and the vote partly taken, may reopen debate by rising and speaking to the subject or making an amendment or other motion in relation to it.

168. What is the distinction between "Informal Discussion" and discussion following a motion "to Proceed to Informal Consideration?"

Informal Discussion is that allowed by the chair without any motion. "To proceed to Informal Consideration" is a formal motion which if carried results practically in making a committee of the assembly for the purpose of considering a question informally as in committee. It differs from the motion "to go into committee of the whole" in that the regular chairman, if the the motion carries, does not leave the chair as in "committee of the whole," but continues to preside during the informal consideration.

169. What is often allowed even when a motion before the assembly is undebatable?

To ask a question or make a suggestion is not debating and is allowed to a limited extent when debate would be out of order. Robert 102-103.

170. What is usually done in formal debate and for special occasions?

The number and the length of the speeches is usually limited and the leaders are allowed to open and to close debate. Shattuck 71-72; Robert 99-100; Reed 159; Cushing 116-118.

171. What is the common law and what the best general practice?

Parliamentary law has established no rules regulating the number and length of speeches in debate but permits all to speak as often as the floor can be obtained and until stopped by some action of the assembly, and this is the best general practice because full consideration of a question before taking action upon it is always desirable. Certain simple rules, however, are so generally used that not to observe them is "unparliamentary."

172. What are the simple rules that are in general use?

No one to speak twice on the same question at the same stage of its development until all have spoken who wish, except that the maker of a motion is usually allowed to open and close the discussion. If a change in the status of the question occurs, a member who has just spoken may speak on the "new" question. (See Question 157, Lesson I.).

173. After stating the question, what is the best form for the chairman to use to invite discussion?

Some chairmen ask, "Are you ready for the question?" as soon as they have stated the motion and some of the best parliamentarians sanction this proceeding, but although "Are you ready," etc., only means "Do you wish to discuss the question or will you vote on it now?" since the same question is used to suggest closing debate it would seem that to invite debate by saying, immediately after stating a motion, "The question is before you for discussion," or, "Are there any remarks?" would be less likely to be misunderstood.

174. Where no special rules have been adopted, if it is necessary to limit the time to be given to debate what can be done?

Some one may move that the time of each speaker be limited to three, five or ten minutes, or that debate be closed at a specified time. A motion may also be made to limit the number as well as the length of the speeches. These are parliamentary motions and are spoken of as "Orders." An association may adopt such special rules governing debate as seem best suited to its needs.

175. When a time limit has been adopted by special rule or by immediate vote, how may a speaker's time be extended?

On motion, by a two-thirds vote. A two-thirds vote is required because a rule must be suspended in order to extend the time. Robert 117.

176. Why it is considered best for a presiding officer not to take part in debate?

Because the position requires an impartial attitude and debate usually means "taking sides" for or against.

177. After the floor has been assigned to a speaker what are the only questions that are privileged and permit a member to interrupt him?

A Question or Point of Order; Objection to Consideration; To have entered on the minutes a Motion to Reconsider; A call for the Orders of the Day; A Question of Privilege requiring immediate attention. Robert 28.

178. What is speaking "to the motion," and what is always out of order?

Speaking "to the motion" is keeping strictly on the subject, and speaking "off the motion," that is, bringing in matter outside of or foreign to the subject, is always out of order.

179. What is "yielding the floor," what is its effect, and is it discourteous to refuse to yield?

A member, having the floor, allowing interruptions is said to "yield the floor," and the effect of such action, according to the rule is, that one who yields the floor voluntarily loses the right to it; one who yields of necessity retains the right to resume after the interruption. It is not discourteous to refuse.

180. What is "contesting the floor," and who decides between the contestants?

Two or more members claiming to have risen first to speak are said to be "contesting the floor." The chair decides which one is entitled to it.

181. Whom should the chair recognize?

The one she saw or heard first; if in doubt can ask the assembly to decide. If two or more members rise simultaneously at any time the chair should give the preference to the member whose motion is under consideration if she has not spoken before, or to the one who seldom claims the privilege of the floor, or, if possible, to one whose views are opposed to those of the last speaker.

182. If the decision of the chair is thought to be inconsistent with the rules what can be done?

It may be made "a point of order." (See Question 469, Lesson VII.)

183. What manner of conduct on the part of members is essential in debate?

The observance of parliamentary rules as well as those governing polite society.

184. What are violations of courtesy and of rules of order called?

"Breaches of Decorum," or of order.

185. Has a member the right to call attention to parliamentary errors and to breaches of decorum? And if himself accused of the same, what is his right?

Yes. The chair decides the point of order and the member may appeal from the decision of the chair. (See Rights and Duties of Members, Lesson XI.)

186. If the assembly is inattentive or guilty of indecorum, what is the duty of the presiding officer? How should she proceed?

Duty to use every effort to control the meeting as a whole. Should proceed by appealing to the good sense of the members, calling to order, by name, any member who persists in creating disorder and by asking the whole body to uphold the chair.

187. When a complaint of this kind is made by the chair to the assembly, what is this action called?

The chair is said "to name" the offending member.

188. When is the chair excusable for permitting disorder?

Only after having tried every means to prevent it.

189. What is the rule in regard to language that may be offensive to a member or to the body and what is excluded in debate besides offensive language?

Objectionable words, if called attention to, should be noted by the secretary when made and the member be called upon to explain, retract or apologize. Besides offensive language personalities are "out of order." Reed 164; Robert 105; Shattuck 228; Fox 99.

190. Should a member who rises while another is speaking and remains standing as if to claim the floor be recognized?

Not in preference to one who rises immediately after the speaker yields the floor. Rising before the speaker has finished does not give the right to the floor and is not in good taste.

191. Whom does a speaker address and how?

Any one who rises to make a motion or to debate, etc., always addresses the chair, using the title belonging to the office held by the chair and speaking always with respect.

192. The right of an assembly to discuss a question at its pleasure being generally recognized, why is debate limited or prohibited on some motions?

Debate is limited upon certain technical motions either because they tend to interfere with the right of the assembly to consider the main motion at its pleasure, (and limited to just the extent that they do interfere), or because discussion of these questions does not advance the actual business of the assembly. Debate is prohibited upon such highly privileged questions as could be used to prolong discussion and prevent coming to a vote on the main question. For the above reasons it is a general principle that high privilege is incompatible with debate. Robert 103 (note a); Fox 102.

193. What is meant by "Limited Debate?"

It means that debate is to be confined strictly to the particular motion upon which limited debate only is allowed. For example, if a motion is made to postpone consideration of a main question to a specified time, the motion to postpone must be discussed without touching upon the merits of the main motion or any amendments that may have been offered to it. Why, or why not, it should be postponed is the subject for debate.

194. What is meant by "full debate?"

It means that the motions upon which it is allowed bring into the debate the main motion and its amendments as well as the motion which opens to full debate.

Motions Upon Which Full Debate Is Allowed.

All Main Questions with few exceptions; To Reconsider the vote on a debatable question; To Postpone Indefinitely; To Commit or Refer; To Rescind.

Limited Debate Allowed.

To Amend; To Postpone Definitely; A Point of Order; A Question of Privilege; An Appeal.

Cannot Be Debated.

To Fix the Time to Which to Adjourn (when privileged); To Adjourn (when unqualified); A Call for the Orders of the Day; Questions relating to the Priority of Business; An Appeal (when it relates simply to indecorum or to a transgression of the rules of speaking or to the Priority of Business or if made while the Previous Question is pending); Objection to Consideration; To Lay on or Take from the Table; A Call for the Previous Question (if the original question was undebatable); To Reconsider (if the original question is undebatable); Questions relating to the Reading of Papers; Withdrawal of a Motion; Suspension of a Rule; Motions to Extend, Limit or Close Debate; Leave to Continue Speaking after Indecorum in Debate.

To this list of Robert's (101, 102) Mrs. Hollister adds: (16) To Take a Recess; To Call for a Division of the House; To make a Special Order; Taking the Yeas and Nays, and Mrs. Fox adds (94): To Receive a Report; Division of a Question; Leave to Speak Out of Order; To Consider a Question Out of its Proper Order; A Point of Order; To Close Nominations; To Go Into Executive Session. In general it may be said that no question that is incidental in its nature or that arises while an undebatable motion is pending is itself debatable.

References—Debate and Decorum in Debate. Robert Article V, 98; Reed Chapter XIII, 155; Cushing Chapter XII, 108; Shattuck Chapter VII, 67; Hollister 37, 39; Fox Chapter VI, 97.

The Previous Question, or the Closing of Debate.

195. What is meant by the Previous Question and what is its use?

The term "Previous Question" is a technicality derived from the practice of the British Parliament and the motion is, with that body, and was for a long time in this country, a motion to suppress the main question for the day by securing a negative vote on the call for the previous question. With deliberative bodies in the United States now it is a motion to close debate and come to a final vote on the Main Question or the one upon which it is ordered. In small gatherings it should be sparingly used because as a rule debate should

be encouraged rather than discouraged. Under no circumstances should the motion be allowed until after a fair amount of discussion has taken place.

196. What are the forms in common use for making and putting this motion?

“Madam Chairman, I move (or call for) the previous question” is the customary form for making. The form in general use by the chair for putting it to vote is, “The previous question is ordered (or a call for the previous question is made), shall the main question be now put? All in favor rise, stand and be counted.” Some parliamentarians recommend the following as a simpler form for putting the question: “The previous question is moved. Shall the debate be closed and the vote be taken?” etc.

197. To what can the Previous Question be applied?

It is seldom used except to close debate on a main question, but it can be ordered on any debatable motion because its only purpose is to put an end to debate. It may be ordered on the motions: to Reconsider, to Commit, to Postpone to a Time Certain, to Postpone Indefinitely, Amendments, and an Appeal if the Appeal is debatable.

198. What must the mover do in order to limit the application of the Previous Question?

Must state definitely to what it is desired to limit it, as for example, “I move the previous question on the motion to commit.” This qualifies the Previous Question and limits its effect to the motion to Commit leaving the main question, etc., untouched. Shattuck 93; Reed 202; Hollister 53 (c).

199. If unqualified to what does it apply?

Unless limited to some other motion it applies to the main question and such pending motions as “adhere” to it (are necessarily a part of and not to be separated from it).

200. What will be the effect?

If decided in the affirmative it stops debate and brings the main question and its “adhering” motions to an immediate vote. If defeated, debate is resumed as if the Previous Question had not been made. Shattuck 85, 97; Cushing 48; Reed 90.

201. What motions adhere and are not cut off if pending when the Previous Question (unqualified) is called for?

Only amendments (including a substitute motion) adhere and are a part of the main question. If the Previous Question is called for while they are pending, the amendments are first put to vote and then the main question as amended, as is usual in voting on a main question and one or more amendments. Reed 90, 201; Shattuck 82.

202. What motions, if pending, do not adhere and are cut off by an affirmative vote on a call for the Previous Question unlimited?

If the Previous Question is ordered the motions to Postpone, to Commit and to Postpone Indefinitely are cut off just as if they had never been made and the vote is immediately taken on the main question.

203. If amendments adhere and are not cut off by the Previous Question why can the Previous Question be limited in its application to an amendment (or amendments) without affecting the main question?

Because this action does not separate the amendment from the main question; it merely closes debate upon the amendment and brings it to an immediate vote. After the amendment is disposed of the main question is again open to debate and further amendment as usual.

204. To what class of motions does the Previous Question belong and what vote is required to carry it?

It is a Subsidiary or Secondary motion and is second in the order of precedence among the subsidiaries. A majority of the authorities agree that a two-thirds vote is the rule or ought to be.

205. When a two-thirds vote is required who usually counts the votes?

The secretary.

206. After the Previous Question is stated what motions are in order?

The Previous Question yields to Privileged and Incidental Questions and to the Subsidiary motion of higher rank, to Lay on the Table. It takes precedence of every debatable motion. Therefore, after the Previous Question has been stated, no motions of inferior rank and no debatable motions can be entertained, but any undebatable

motion of higher rank or one that is urgent or necessary in its nature is in order. The following list covers all the motions that are likely to be made under the above conditions: A Question of Privilege; a Point of Order (provided it relates to the call for the Previous Question); a motion to Adjourn; a motion to Lay on the Table or to Reconsider; an Appeal (but this is undebatable if made while the Previous Question is pending); any motion relating to the verbal perfecting of the main question or the manner of taking a vote upon it. All to be decided without debate. Shattuck 91; Hollister 54; Robert 55; Fox 63.

207. Can the Previous Question be debated?

No.

207. Can the vote on it be reconsidered or can the motion be renewed if defeated?

It can be reconsidered unless partly executed (voting under it has begun), and if lost it may be renewed after a change in its status or position.

209. What Subsidiary motions can be applied to it?

None, but the motion to Lay on the Table being superior in rank is in order while the Previous Question is pending and carries it to the table with the question upon which it was ordered and all pending motions relating to that question. Robert 53, 56; Reed 122; Shattuck (table xvi.)

210. If a motion is tabled while under the order of the Previous Question what is the effect?

It comes from the table still under the order of the Previous Question and must be decided without debate.

211. Must the calling out of "Question, question!" by members while seated be regarded by the chair?

No, this is not a formal motion and need not be so regarded but may be looked upon as a suggestion by the chair who will then ask, "Are you ready for the question?" Shattuck 94; Robert, Reed and Cushing do not recognize such a call.

212. What privilege has a member who reports a measure from a Committee?

The right to close debate even after the previous question has been ordered. Robert 99; Fox 101.

213. Can a member who wishes to offer a resolution but does not wish it to be debated offer it and move the Previous Question on it at the same time?

Yes.

214. Where is the Previous Question not allowed?

Cannot be made in Committee of the Whole, and is really out of place in any committee.

215. Upon what fundamental principle is a two-thirds vote required to carry the Previous Question?

Upon the fundamental principle of the right of an assembly to debate until all members who desire have expressed their views and until satisfied that proper consideration has been given the question. In accordance with this principle any motion that tends to restrict or to remove this right, must be carried by a larger vote than is usual in other matters. So highly is this right of debate esteemed that some assemblies, besides the two-thirds vote, require that the call for the Previous Question shall have not only one, but two or more seconds.

216. What points are to be considered in regard to this motion?

First; that it is simply a motion to stop debating and proceed to voting; Second, that two votes are taken, the vote upon the call for the Previous Question and, if that prevails, the vote upon the question on which it was ordered or to which it properly applies, the two votes to follow each other immediately, without further debate. Shattuck 87; Reed 90.

NOTE.

There is a decided difference of opinion among parliamentarians as to the application and effect of the Previous Question. According to a number of those consulted a Call for the Previous Question if unqualified means simply: "Shall the **Main Question** be put to the vote now, at once, without further discussion?" In effect, under this construction, the Previous Question applies to the Main Motion and its adhering, inseparable Amendments and to them only, unless definitely ordered upon some other motion. If it carries it cuts off (renders void) all pending inferior mo-

tions except amendments and prevents others being made. Shattuck 92, 97; Reed 90, 201, 202.

According to others, "Shall the Main Question be now put?" means: Shall the pending question (the one last made whether it be the Main Question or a Privileged or Dependent motion) be now put?" In effect, under this construction, the Previous Question, unqualified, applies only to the last motion on the floor, after which its effect is exhausted unless either or both of the motions to Amend or Commit are pending. If either or both of these motions are pending the Previous Question, unlimited, applies to them and also to the question to be amended or committed as if, taken together, they were all but one motion. Except in these instances if, after the effect of the Previous Question is exhausted, it is desired to reach the Main Question and close debate on it, or any other motion left pending, the Call for the Previous Question must be repeated. Under this construction pending inferior motions are not cut off but are forced to a vote and others are prevented from being made. Robert 8 (8), 55 (note); Hollister 53, 68 (m).

NOTE.

Reed expresses the opinion that in general parliamentary law the Previous Question is of equal value with the motions to Postpone Definitely, to Postpone Indefinitely and to Commit, and that it cannot be ordered while they are pending unless by the adoption of the order of precedence of Subsidiary Motions in use in the House of Representatives. He recommends this order for all legislative and other large assemblies. This is the order of precedence adopted and taught by a number of excellent authorities and used in these lessons. It seems to the present writer to be the most logical and practical order for all assemblies.

The application and effect of the Previous Question under the rule of this order of precedence is described in the first paragraph of the above note by Reed, pages 101, 102 and by Mrs. Shattuck, pages 92, 97. See Question 228, Lesson IV, for the order of precedence of Subsidiary Motions and the Note following Question 524, Lesson VIII, for further remarks on the effect of the Previous Question.

217. What other motion to close debate can be made and when?

A motion to Close Debate at a stated time. This is the same as any independent motion except that it may be made while a member has the floor.

218. What is the form for this motion?

"I move that debate upon this question be closed at eleven o'clock."

219. By what other motions can debate be prevented?

By raising the Question of Consideration and by Laying on the Table.

References: Robert 55, 102, 179; Reed 87, 200; Cushing 46, 95, 117, 157; Shattuck, Chapt. VIII, 84; Hollister 53; Fox 62.

DRILL.

A. Practice forms.

B. Offer motion and debate it formally. Amend it and debate the amendment.

C. Move that debate be limited, then extended, then closed at a certain time, etc.

D. Move the Previous Question on a motion, under debate; on a motion and an amendment, under debate, etc.

LESSON IV.

Subsidiary or Dependent Motions; The Motions; To Lay on the Table; To Take from the Table, To Postpone Definitely, To Postpone Indefinitely; Motions that Cannot be Tabled.

“So work the honey bees,
Creatures that by a rule in nature teach
The act of order to a peopled kingdom.”

—Henry V.

220. What is the difference between Main and Subsidiary Motions?

A Main, or Principle Motion is independent, that is, it is unrelated to and does not depend upon any other. A Subsidiary Motion is any one of a number of technical motions which exist because of some other and are therefore dependent upon or related to that other.

221. What is the function of the Main Motion?

It introduces business by setting forth in the shape of a formal proposition a plan of action or a course of procedure for the consideration of the assembly. After it has been properly made (and seconded, if seconding is required), and stated, it becomes the “Main Question” or subject for discussion and action. Robert 32; Reed 140; Cushing 35; Shattuck 53; Fox 56; Hollister 41.

222. What is the function of the Subsidiary Motion?

It is a “tool” motion, that is: a motion used to either modify the main motion or to dispose of it in the most satisfactory and appropriate manner. Business is introduced by the Main Motion and progresses by means of the Subsidiary Motions.

223. When may either be made?

The Main or Independent Motion may be made at any time if no other motion is pending. A Subsidiary or Dependent Motions made while another is pending and is necessarily acted on before the one to which it relates.

224. What names are applied to the Subsidiary Motions?

Subsidiary, Secondary or Dependent Motions. They are also referred to in some manuals as Preferred or Privileged Motions but the term "privileged" being also applied to another class of motions any one of the other names is to be preferred. Subsidiary is the name in general use.

225. How many Subsidiary or Secondary motions are in constant use and what are they?

More authorities agree upon the following six as Subsidiary than upon any other group classification: To Lay on the Table, To Call for the Previous Question, To Postpone to a Definite Time, To Commit (refer to a committee) or Recommit, To Amend, To Postpone Indefinitely. Robert 34; Cushing 93; Hollister 44; Agreeing with these: Smith, (Chart); Neeley 78; Bethel 8.

226. What is meant by one motion "having precedence" of another or "yielding to" another?

These terms refer to the standing of motions in relation to each other and to the main motion. The general rule is: that motions are to be considered and acted on in the order made, the one first made being first considered, but in parliamentary law experience and custom have established a more or less fixed order of precedence as best for the fair, orderly and speedy transaction of business. Shattuck 177.

227. What is the rank, or prescribed order of precedence of the Subsidiary or Secondary motions?

They are of higher rank than and take precedence of all Main, or Principle Motions, but are of lower rank than and yield to Privileged and Incidental Motions. They also have a prescribed order or rank in relation to each other.

228. What is the prescribed order, or rank, of the Subsidiary motions in relation to each other?

As follows; number one being first and highest in the order of precedence: (1). To Lay on the Table. (2). The Call for the Previous Question. (3). To Postpone to a Definite Time. (4). To Commit (or Refer or Recommit). (5). To Amend. (6). To Postpone Indefinitely. Robert 34; Shattuck 170; Hollister 44; Warrington 28; Neeley 78; Smith (Chart); Bethel 8; Waples 8. House Manual and Digest 331. Rule XVI, Par. 765.

NOTE.

The above motions are classified by Robert, Neeley, Smith, Hollister, Cushing, Bethel, Waples, Cooley as Subsidiary or Secondary Motions. Although named differently by others, as Dependent, Privileged or Preferred, etc., they are grouped together as belonging in the same category by all the authorities mentioned below. Each one of these authorities, however, adds one or more to the group or else omits one or more as follows: Shattuck, Jefferson and Warrington adds, To Adjourn; Reed adds, The Question of Consideration; Fish adds, A Point of Order and Appeals; Lewis and Paul add, An Amendment to an Amendment; Roberts adds, To Limit or Close Debate, To Extend the Limits of Debate; Stevens adds, To Divide a Question and an Amendment to an Amendment; Waples adds, Objection to Consideration, An Amendment to an Amendment and Primary and Secondary Amendment to each of the motions To Commit and to Amend. Crocker omits, the Previous Question, and includes a Motion Compelled by Necessity, To Adjourn or to take a recess and any motion to Determine the Manner of Consideration; Fox omits to Postpone Indefinitely and includes an Amendment to an Amendment. The motions omitted by some and included by others are classified as Privileged, or incidental by other parliamentarians.

229. For what purposes are the Subsidiary Motions used?

Two of them: To Lay on the Table and to Postpone, are used to delay, or prevent hasty action; the Previous Question, to hasten action and bring to an immediate vote; to Commit and to Amend, when a question is to be perfected or changed, and to Postpone Definitely serves the purpose of suppressing or finally disposing of a question. Robert 175; Shattuck 176; Cushing 43.

230. Which is the most important and most used?

To amend.

231. Which have already been considered?

To Amend, in Lesson II., and the Previous Question, in Lesson III.

232. To what do Subsidiary Motions usually apply?

To Independent, or Main Motions.

233. What is the general rule in regard to Subsidiary Motions?

That they cannot be applied to each other.—Robert 34; Cushing 93.

234. Are there any exceptions to this rule?

Yes; the motions to Postpone, to Commit and to Amend the main motion may be amended and the Previous Question may be applied to the motions to Postpone Definitely or Indefinitely, to Commit and to Amend.

235. Can a motion be made while one of superior rank, one that “precedes” it, is pending?

No, it is not in order at such a time. It is superceded or crowded out by the one of higher rank—is said to “yield to it,”—and the chair must say, “The motion to (stating motion offered) cannot be now entertained”; or “is not in order at this time.”

236. Can a motion be made while one of inferior rank, one that “yields” to it, is pending?

Yes, and it must be considered and disposed of first.

237. What becomes of a motion which was pending when one of superior rank, one having “precedence” over it, is made?

It is merely suspended until the one of higher rank is disposed of. It then has the floor again unless it has been made void by the superior motion.—Robert 34; Cushing 93; Shattuck 172.

238. If one of these Subsidiary Motions has been made once and lost, can it be made again (renewed) while the same main question is pending?

The rule is: That progress in business or debate which has so changed the question before the meeting as to make it different or practically new makes the renewal of any Privileged, Incidental or Subsidiary Motion permissible, EXCEPT a Call for the Orders of the Day or for the Suspension of the Rules, or an Amendment.—Robert 72, 186 (also note); Shattuck 176, 180 (See Question 123, Lesson II, and Question 398, Lesson V.).

239. Besides the Independent or Main Motion and the Dependent or Subsidiary Motions, what other motions that are in general use have been classified and enumerated by parliamentarians?

Privileged and Incidental Motions, or Questions, which have precedence over all Independent and Subsidiary Mo-

tions, and a few which are known as miscellaneous.—Robert 34, 35, 71; Cushing 80-86; Reed 142; Hollister 44; Fox 65-82. References—Subsidiary Motions. Robert 33; Shattuck 170; Reed 119, 140, 196; Cushing 93, 100; Hollister 44; Fox 65.

To Lay on the Table.

240. What is the form for making the motion to Lay on the Table?

“I move to lay the question (stating it) on the table,” or “I move the question be laid on the table.”

241. What is the real object of this motion, and what an illegitimate and too frequent use of it?

Its real object is to postpone consideration in such a way that the subject may be taken up at any time. This is done either to give time for more thorough investigation or to make way for something that is temporarily more urgent. The motion is often illegitimately used to suppress a question, but as it is a friendly motion it should not be so used. (See Question 257.)

242. What is the effect of the motion to Lay on the Table?

If carried it takes the question upon which it is moved to the table, together with all pending motions relating to or connected with it. For instance, a main question, tabled, takes any pending amendments and a pending motion to commit or to postpone, to the table with it. A motion to table merely suspends action temporarily on the question to which it is applied and the supposition is that consideration is to be resumed at the precise point where it was suspended. (See Question 264 and note on what goes to and comes from the table).

243. What is its rank, that is, what motions does it precede and to which does it yield?

It is highest in rank of all the Subsidiary Motions, but yields to Privileged and Incidental Motions, because the latter are superior.

244. Upon what principles is the motion to Lay on the Table given high privilege?

Because it is for the best interests of the assembly that it shall have the power to instantly lay aside any business in order to gain time for fuller consideration or better information, or in order to attend to something more

urgent. The motion is not hostile to the question, and leaves it so that it can be considered at any more convenient or auspicious time.

245. What are its limitations?

It cannot be applied to a part of a question or to an amendment alone; the question goes to the table as a whole. It cannot be made when a member has the floor, during the progress of voting, or the subject has just been taken from the table.

246. Can it be debated, amended, tabled, committed, postponed or reconsidered?

Cannot be debated or have any Subsidiary Motions applied to it, nor can an affirmative vote on it be reconsidered.—Robert 51; Reed 84; Hollister 51; Fox 93-94-95; Shattuck 184. 247. If made once and defeated, when can it be renewed?

Only after some change in the position or status of the original question.

248. How may reports or unfinished business or any questions taken collectively be laid on the table?

The motion to Lay on the Table cannot be applied to more than the matter before the assembly at the time, therefore it cannot be made to cover a group of questions, but must be moved on each in turn as each comes up. A better way to set these aside temporarily would be to move that the rules establishing the order of business be suspended, that the reports, etc., be set aside temporarily, and that such matters (naming them) as seem more imperative be taken up in their stead.—Robert 55.

249. Can a tabled question be taken from the table in any other way than by a motion and vote?

Yes, by the use of a modified form of the Motion to Table, which is: "To Lay on the Table Subject to Call." In this case any member may call the tabled question up without a motion, which is an advantage.

250. What becomes of a motion that is on the table at the close of the session (or club year)?

It is finally lost.—Shattuck 185.

251. What questions may be tabled alone, leaving the main question untouched?

An appeal, a Motion to Reconsider, a Question of Privilege, and an Amendment to the Minutes or Rules. These

are not closely enough related to the main question to carry it to the table with them. An Appeal or a Question of Privilege, if tabled, only take to the table any pending motion relating to them.—Robert 52-53; Hollister 17-18; Fox 64; Reed 219 (note).

252. What motions cannot be laid on the Table?

To Fix the Time and Place to which to Adjourn; To Adjourn; A Call for Orders of the Day; Points of Order and Questions of Privilege if urgent; an Objection to Consideration; to Suspend Rules; The Previous Question; to Lay on or Take from the Table; to Postpone; to Commit; to Amend; to Postpone Indefinitely.

The call for the Orders of the Day or the Previous Questions, the motions to Postpone, to Commit, to Amend and to Postpone Indefinitely cannot **themselves** be tabled but the motion to Table is in order while they are pending and may be applied to the question involved. If the motion to table is adopted it takes the whole question to the table. Motions that necessarily arise out of Points of Order or Questions of Privilege are open to the same action as any independent motion. Hollister 17; Shattuck (table) xvi; Robert 34.

253. Should a motion "to Lay on the Table for a specified time" be ruled out of order?

It is not strictly in order because the motion to Lay on the Table cannot be limited in any way. A considerate chairman, however, would not rule it out of order but would state it as a motion to Postpone to a Definite time.

254. Could the same result be obtained by the use of either of the motions to Postpone Definitely or Indefinitely as by the use of the motion to Lay on the Table?

No because to Postpone Indefinitely suppresses for the session, and if it be Postponed Definitely it cannot be taken up before the time set for it except by a two-thirds vote whereas if tabled it may be taken up at any time, either at the same or a future meeting at the pleasure of the assembly.

255. Which is the proper motion to use as a means of finding out at once whether the assembly wishes a subject discussed or not?

To Lay on the Table and the Previous Question are sometimes used for this purpose but the Objection to Consideration is the proper motion.

256. Can the motion to Lay on the Table be made after the Previous Question has been stated?

Yes, it is superior to the Previous Question and can be made even after the Previous Question has been ordered and up to the time of taking the negative vote on the question to which the Previous Question was applied. If that question is tabled while under the order of the Previous Question the order goes to and comes from the table with it and the tabled question when taken from the table must be put to vote at once without debate. Robert 53; Shattuck 97, 187.

257. If to Lay on the Table is constantly used to suppress questions should a two-thirds vote be required to carry it?

Yes. Because it is a fundamental principle of parliamentary law that every proposition is entitled to consideration; therefore, any motion that tends to suppress debate or consideration properly calls for a larger vote than that given to ordinary motions. Robert 179 (note), 53 (note).

References—Lay on the Table. Robert 51, 178, 183; Shattuck 183; Reed 82, 145; Cushing 52, 95; Hollister 50; Fox 64.

To Take From the Table.

258. Is the motion to Take From the Table a privileged motion?

No, it takes its chance with ordinary motions and can only be made when the floor is clear.

259. When can a tabled question be taken from the table?

At the same meeting, immediately after it has been tabled, or at some future meeting. Shattuck 184; Robert 52; Cushing 52, 95; Reed 83; Fox 84.

NOTE.

Some authorities claim that the effect of the motion to Take from the Table expires at the close of the meeting following the one at which the subject was tabled but as it is not intended to suppress a question but to give opportunity for consideration at the pleasure and convenience

of the body it should not be limited except by the termination of the final meeting of the session.

260. What is the form for the motion?

“I move to take from the table the motion in regard to (stating the subject of the tabled motion) which was laid on the table at—.” (such and such a time).

261. What is its order of precedence?

It yields to all Privileged and Incidental questions except Objection to Consideration.

262. Can it be amended or debated?

No. Cannot be debated and no Subsidiary motion can be applied to it.

263. Can it be reconsidered or renewed?

The affirmative vote on it cannot be reconsidered. It may be renewed after the intervention of substantial business.

264. In what condition is the main question when taken from the table?

As the object of the motion is to resume consideration at the point interrupted, it comes from the table precisely as it was at the time it was laid on the table, namely, with all the amendments and dependent motions relating to or connected with it, these to be considered in the exact order laid on the table. Cushing 95; Reed 83; Shattuck 185; Crocker 77; Fish 64; Lewis; Robert 52.

NOTE.

Those consulted, who hold a different opinion and claim that all motions except amendments are defeated by a motion to table and that only the amendments are to be considered when the subject is taken from the table are: Fox 85; Hollister 52; Paul 89; Waples 81; Stevens 222; Roberts 20.

References—Take from the Table. Robert 52, 179 (in article on Lay on the Table); Shattuck 184; Cushing 52,95; Hollister 52; Fox 84; Reed 83.

To Postpone to a Definite Time, or to a Time Certain.

265. What is the form for the motion to Postpone to a Definite Time?

“I move that further consideration of the question be postponed to” or, “I move to postpone consideration of the question to”

266. What is its object and effect?

Its object is to secure consideration for a proposition at a definite time. Its effect is to delay action, thus giving time to acquire information, to make any needed investigation and for better preparation for discussion and final decision. The motion is favorable to the proposition and useful in preventing hasty or ill advised action. Reed 84; Robert 178; Shattuck 189; Hollister 54; Fox 62; Cushing 51.

267. What is the effect of the motion to Postpone to a Time Certain on the question to which it is applied?

If carried it postpones the entire subject, that is to say, the main question and all pending questions relating to it. Robert 62; Shattuck 189; Fox 62; Cusing 98.

268. What is its rank?

It is third in rank of the Subsidiary motions.

269. What motions does it precede and to what does it yield?

It precedes the motions to Commit, Amend and Postpone Indefinitely and yields to all Privileged and Incidental Motions and to the motion to Lay on the Table.

270. Is the motion to Postpone in order when a member has the floor?

No.

271. Is it debatable?

Only as to the advisability of postponing.

272. Can it be amended or laid on the table?

It can be amended only as to the time to which to postpone. It cannot itself be tabled but if a motion to table the main question is made while it is pending the motion to Postpone is carried to the table with the main question.

273. If a motion to Adjourn is made while a motion to Postpone is pending what is the result?

The motion to Postpone is suspended together with the main question to which it relates and comes up with that question whenever consideration of it is resumed.

274. What is the effect of the Previous Question on the motion to Postpone?

If the Previous Question is ordered while the motion to Postpone is pending, unless it is limited to the motion to Postpone, that motion is cut off, as if it had never been made, and the vote is at once taken on the main question and its pending amendments. If, however, the Previous Question is ordered specifically on the motion to Postpone it applies to that motion alone, leaving any others that may be pending untouched. Shattuck 92, 93.

275. Can it be reconsidered or renewed?

Yes.

276. What does a postponed question become and when does it come up again.

It becomes one of the Orders of the Day and comes up on the day to which it was postponed under the head of "Unfinished business" unless an hour was named for its consideration. Reed 190; Robert 137.

277. How can a definite hour as well as a day be secured for its consideration?

By naming an hour in the motion to Postpone: "I move that consideration of this question be postponed to the next regular meeting at 10:30 o'clock." In general practice this motion like the simple motion to Postpone to another day is carried by a majority vote but as a fixed hour interferes with the regular Order of Business and is equivalent to a Suspension of Rules either the same vote as is required to make a Special Order (a two-thirds vote) should be required or else the rule adopted by the House of Representatives. (Par. 769, page 334 of the Manual and Digest, 1912) that "the motion to Postpone to a Day Certain may not specify the hour," should become a general parliamentary ruling. (See Orders of the Day, Lesson VI, Question 480.)

278. How can a question be given the right way over all other business?

Only by a motion that it be made a "Special Order." "I move that the question be made a Special Order for the next regular meeting." A two-thirds vote is required to make a Special Order because it interferes with the established order of business and it is a parliamentary principle that after rules have been adopted any suspension of them should only be by a larger vote than was required to adopt

them. If made a Special Order it is brought up immediately after the reading of the Minutes.

279. If there are two or more postponed questions what is the order of consideration?

In the order postponed even if all except the first are taken up before or after the hour named, for example, if one order had been for eleven o'clock and another for eleven thirty if the first were disposed of by eleven fifteen or twenty it would be manifestly sensible to take up the second question without waiting for the time set for it to arrive. Robert 63.

280. Is there any limit of time to which a question may be postponed?

No question can be carried over from one session to the next, but there is, properly, no limit within the session. Sessions however, vary in length of time in different organizations, being defined by standing rule, program or direct vote as the case may be. (See Session, Lesson 10).

281. What becomes of business that is interrupted by the calling up of a postponed question?

It is simply held in abeyance until the special assignment is disposed of and is to be resumed after that is settled or at the next meeting as unfinished business.

282. When again taken up what motions accompany it?

All motions relating to or connected with it that were pending when it was postponed. Shattuck 189, 191.

283. If it is desired to postpone consideration and yet to take the matter up before the next regular meeting what should be done?

A motion should be made that there be a special meeting, but the time for that meeting should be fixed before the motion to postpone is adopted.

284. Is the motion to Postpone to be preferred to the motion to Lay on the Table?

Yes, by the friends of the proposition at least, because the motion to table sometimes disposes prematurely and permanently of a question which should receive more consideration, therefore unless they have reason to believe that the question will fare better if left to be taken off the table at what may prove to be a more opportune time than any

that could be fixed before hand, it may not be safe to Lay it on the Table.

285. What is the duty of the secretary and of the presiding officer to a postponed question?

The secretary is to take charge of it, recording its exact status at the time of postponement and the chair must bring it up at the proper time. If the chair fails to do this the secretary should call attention to it and if not brought up by either officer any member may call for it.

References—To Postpone to a Definite Time. Robert 62, 178; Shattuck 188; Reed 190, 84, 146; Cushing 51, 97; Hollister 54; Fox 62,103.

To Postpone Indefinitely.

286. Properly speaking is the motion to Postpone Indefinitely a motion to Postpone and what is its effect?

It is really a motion to suppress or reject and in effect it practically kills a question because if the question is indefinitely Postponed it cannot be renewed during the session. It is used to try the strength of the opposition without coming to a direct vote on the question itself. If the motion loses consideration of the question proceeds as if the motion to Postpone Indefinitely had not been made.

287. To what can it be applied?

To nothing but a Principal Motion as originally made or as amended and to a Question of Privilege.

288. What is the form for making it?

“I move the question (stating it) be postponed indefinitely.”

289. Is this motion debatable?

Yes, is debatable itself and opens the question to be postponed to full debate.

290. What is its rank, that is to say: to what motions does it yield and what does it precede?

It is lowest in rank of the Subsidiary motions, taking precedence of nothing but the main question, it yields to Privileged and Incidental motions and to all the superior Subsidiary motions.

NOTE.

There is a difference of opinion concerning the status of to Postpone Indefinitely. Those consulted who hold the

opinion that it is equal in rank with to Amend are: Robert 70; Hollister 56; Fox 68; Waples 14, 15; Neeley 75, 79. Those who place it lowest in the order of precedence are: Shattuck 83, 192; Stevens 156; Fish 86. Reed says that in the House and in a dozen or more of the popular branches of the state legislatures the motion has been in a measure relegated to the rear. The Massachusetts House does not recognize the motion at all. It is placed lowest in the list in the House Manual and there is no evidence of equal rank with the motion to Amend. In these lessons it is regarded as the lowest in rank because being a motion to repress it should be given as little strength as possible. Reed, 196, 198; House Manual and Digest, 1912 (Par. 765, 331).

291. Can any Subsidiary motions be applied to it and can it be reconsidered?

No Subsidiary motion except the Previous Question can be applied to it but the vote on it can be reconsidered.

292. What is the effect if the Previous Question is ordered while the motion to Postpone Indefinitely is pending?

The motion to Postpone Indefinitely is cut off, made void, not merely suspended, and the main question and any amendments to it that may be pending are brought to an immediate vote. (See Lesson III, Questions 202 and 291, and also the note following question 216.)

293. Can the Previous Question be applied to it without affecting the main question?

Yes, if so limited in the motion.

294. How does to Postpone Indefinitely differ from Objection to Consideration as a means to suppress?

It may be made after discussion has taken place whereas the latter can only be made before; to Postpone Indefinitely opens the main question to full debate and requires only a majority vote, Objection to Consideration requires a two-thirds vote and permits no debate; and even where seconding is made obligatory the Objection requires no second, the Indefinite Postponement does.

References—Postpone Indefinitely. Robert 70, 102, 183; Reed 86, 146, 196; Cushing 50; Shattuck 170, 192; Hollister 55; Fox 68.

LESSON V.

Voting on Questions, on Elections; Motions that Require a Two-Thirds Vote, a Unanimous Vote; Reconsideration; Renewal; To Rescind or Repeal; Motions that Cannot be Reconsidered.

“Voting is the most important act of every deliberative assembly, and is the only means of obtaining a decision of the members on any question.”—Paul.

“The voice of the majority decides; for the *lex majoris partis* is the law of all councils, elections, etc., where not otherwise expressly provided.”—Jefferson.

295. How is a motion Put to Vote and when is it decided?

When discussion appears to be closed the chair asks, “Are you ready for the question?” and if no further remarks are offered states the motion in its present status and puts to vote as follows: “All in favor will say aye (ayes respond); all opposed no (noes respond).” This is “Putting” the question (to vote). If the ayes are in the majority the chair will say, “the motion is carried;” if the noes are in the majority: “The motion is lost.” This is “Declaring” the vote and the question is not decided until both the affirmative and the negative have been taken and the chair has declared the result of the vote. The affirmative is always taken first.

296. What are some other forms for Putting and Declaring?

“The question is on the adoption of the motion” (stating it): “All in favor say aye,” “All opposed say no.” If the motion is presented in the form of a resolution after it is read the chair may say: “You have heard the resolution read, those in favor of its adoption, etc.” Declaring: “The ayes have it and the motion or resolution is adopted;” or the terms, is carried, is ordered, or prevails may be used. “The noes have it and the motion is lost,” etc. Shattuck 98; Robert 109; 110; Reed 171; Fox 134, 106; Hollister 87.

297. Is it necessary for the chairman to rise when putting a motion to vote?

Only in large, formal meetings.

298. What is the usual manner of voting and why?

(1.) By voices, or sound, called the "viva voce" vote, as in Question 296, "All in favor say aye," etc. This takes less time, and is simpler than any other method and is in general use for ordinary questions.

299. What are some other ways of voting and when and how are they used?

Besides the Viva Voce vote other ways are: (2) By Show of Hands; (3) by Division; (4) by Yeas and Nays; (5) by Ballot; (6) by Silent Assent. Division may be either by rising to be counted or by having the Ayes go to one side, the Noes to the other, the Yeas and Nays are also known as the Roll Call. Show of Hands and Rising to be Counted are used when an accurate count is needed; the Ayes going to one side, etc., for the same reason but only in large assemblies and close contests; the Yeas and Nays or Roll Call is used when it is desirable to place members on record as to how they voted; the Ballot whenever secrecy is demanded, as in nominations, elections and delicate or embarrassing questions, and Silent Assent in matters of routine. The Yeas and Nays are seldom used except in assemblies whose members are responsible to a constituency. The different forms of the Ballot are the Paper Ballot and the Ball Ballot. Shattuck 99, 102, 105; Fox 105; Robert 113, 110; Reed 171, 176; Hollister 75,79.

300. How is the vote by Silent Assent most frequently used?

In routine matters such as, approving the minutes, receiving reports, referring to standing committees, etc.; in short, such business as is obviously necessary or proper at the time, especially such formal business as requires no discussion. In many such matters the chair can greatly facilitate business by assuming consent granted and declaring without the formality of a vote; for example: "If there is no objection, the minutes stand approved," and after waiting a moment for objection, "the minutes are approved." "If there is no objection the report will be received," or "the matter will be referred to the committee on . . . and then, no objection being made, "It is so ordered."

301. What may be done if a viva voce vote is doubted?

The chair, if in doubt, can ask voters to rise and be counted, or may use anyone of the methods that cannot be doubted. Any member may call for a division. "The chair is in doubt," or "the vote is doubted," "I doubt the vote," or "I call for a division of the house," are the forms used. Robert 110; Shattuck 101; Hollister 79.

302. What becomes of a question in case of a Tie, and why? What can be done?

It is lost, because it takes a majority to carry. If the chair has not already voted she may do so now, but is not obliged to. Her vote will decide either for or against as she casts it. If she votes now she will say: "Twenty have voted in the affirmative and twenty in the negative, the chair is to be counted in the affirmative and the motion is carried." The vote of the chair is called "the casting vote." Shattuck 103; Robert 112; Hollister 80; Fox 120.

303. What is a Majority?

Not less than one over half.

304. What is a Plurality?

The largest of two or more numbers. A plurality vote is permissible only by special rule or by majority vote where there is no rule.

305. Of what are these votes a majority, plurality, etc.?

A majority, etc., of all the votes cast is meant, but, by special provision, of those present or of the entire membership may be the rule.

306. Does the majority always decide, and what other votes are there?

When a bare majority seems unwise a larger vote is required such as a two-thirds, a three-fourths or even a unanimous vote, and occasionally a vote as small as a one-fifth is allowed.

307. Is it true that anything may be done by "Unanimous" or general consent?

While it is true, as Reed says, that by unanimous consent an assembly may do anything which it is competent to do, in practice its use is usually confined to matters of routine, and although occasionally certain procedures, otherwise irregular, may be indulged in by general consent, care should be taken not to misuse this action and never

to allow its use when it would seem the least unfair or unwise to do so, for if one person objects, even afterwards, the effect of unanimous consent is nullified. Reed 28; Shattuck 72; Robert 51, 123 (foot notes); Cushing 126.

308. What motions require a Two-Thirds vote?

A Call for the Previous Question; Objection to the Consideration of a Question; To Amend or to Suspend a Rule; To Make a Special Order; To Take up a Question out of its Proper Order; To Extend, Limit or Close Debate; To Expel a Member. Robert 117, 203. Fox 95; Hollister 18.

309. What vote is required for the Yeas and Nays?

In Congress the roll call may be ordered by a 1-5 vote, in some small bodies upon the demand of a single member. Robert 115 (note).

310. What motions require Unanimous Vote?

Secretary casting One Ballot for the Whole Body; Voting upon Names Collectively; Election by Acclamation; Expunging from the Records; Withdrawal of a Motion; Resuming Debate after the Affirmative is Put; Also, in general, any irregularity which the meeting seems willing, for the time being, to allow. (As in matters of routine, etc.) Shattuck 248; Robert 114.

311. For what else should Unanimous Vote be required?

Unanimous vote should also be required for the suspension of any rule giving any right to a minority as small as one-third. This is because there would be no use, for instance, in a rule allowing one-fifth of those present to order the Yeas and Nays if two-thirds of those present could suspend that rule. (See Question 309.) Robert 50, 51 (note.)

312. Can an election be made unanimous when the vote on it was not unanimous?

The motion "that an Election be made Unanimous" is sometimes used, but it violates a parliamentary principle because it has a tendency to force those who did not vote for the candidate when electing to vote in the candidate's favor on the second vote through a mistaken sense of courtesy. The motion should be ruled out of order and its use discouraged. If it is allowed, the vote on it must, of course, be unanimous.

313. What request and what explanation may be made in regard to voting by roll call?

A member may rise and ask to be excused from voting or may rise and explain why her vote was affirmative or negative but must not in so doing discuss the merits of the question being voted on. After the secretary has begun to call the roll it is too late to be excused.

314. When a member has not been excused from voting and yet does not vote what is the result?

It is the same as if she had voted with the winning side and one who thus "silently assents" shares the responsibility with that side and is not at liberty afterwards to question the action. Fox 104; Paul 154.

315. Can a member change her vote.

Yes, before the vote is declared unless the vote was by ballot. This is sometimes done to secure reconsideration.

316. Can the maker of a motion vote against it?

Yes, but cannot speak against it; can, however, oppose any amendment to it. Robert 101; Paul 239.

317. When should the right to vote be withheld and what fundamental principle applies to this action?

In any case where one member alone is personally concerned. The principle: "That no man should sit and act as a judge in his own case." Cushing 34; Robert 112.

318. When the time arrives for an Election is a motion required?

No; the chair will say, as in matters of routine, "If there is no objection we will proceed to the election of officers," but any member may offer a motion, "that we now proceed," etc.

319. How may officers be nominated and elected?

Nominated by informal ballot, from the floor, or by a nominating committee. Elected by ballot, or viva voce. If rules have been adopted and incorporated in the constitution or by-laws the election is not legal unless they are complied with.

320. What is an informal ballot? Who are the nominee? Is this ballot ever an election?

An informal Ballot is a ballot taken to ascertain the wish of the body as to candidates. Each member writes her choice on a slip of paper and hands it to one of the tellers. Each person voted for in this way is a nominee. A rule should be adopted beforehand making the two or three re-

ceiving the highest number of votes or each one who receives a certain number of votes, or every one who receives any votes the candidates. If there is no rule it takes a majority to make a candidate. The candidates nominated by the informal ballot are then placed in nomination and formally voted for. The informal ballot is a nominating ballot and is never an election. It is equivalent to the "primaries" of a political election and although it takes up a good deal of time it is a fair and excellent method of selection of candidates. Shattuck 23, 260.

321. In organizations where seconding is the custom do nominations require a second? And can they be amended or reconsidered?

No.

322. Can a nomination be withdrawn?

Yes, by the member who made it, but as the person nominated is not the author of the nomination she can only ask that her name be withdrawn saying, perhaps, that if elected she could not serve, etc. Some authorities hold that a candidate may withdraw her name but whether this be permitted or not the withdrawal cannot be in favor of any other candidate.

323. Describe the Nominating Committee, its duties and methods.

It is a committee appointed or Selected to prepare a list of nominees for office. It usually brings in one name for each office but may be instructed to bring in two or more. If the committee has no instruction, or there are no special rules and no precedent, it is not necessarily restricted to one name. As with all temporary committees its duties are over and the committee dissolved as soon as its report is read. It may report at the same or at a future meeting as instructed.

324. What is part of the duty of a nominating committee?

To find out whether those nominated will serve. This is especially desirable in cases where it is difficult to get members to serve as officers; it prevents the tendency to decline which frequently manifests itself, especially in women's organizations, as soon as the first declination occurs. Lewis.

325. When are nominations from the floor in order?

Unless it is explicitly stated in the constitution or by-laws of an organization that nominations can only be made in a certain way they are always in order. When nominations are made by a committee nominations from the floor are in order after the committee report has been made and may be offered by any member. The nominations of the committee take precedence over the others. Securing candidates through a nominating committee is in general use and is productive of well considered results and usually, fair. If independent nominations from the floor are also permitted little is left to be desired. Nominations from the floor may also be allowed at the time that the nominating committee is appointed but the committee need only regard these as suggestions. When nominations are from the floor or from a committee the chair should ask "Are there any other nominations," or "Have all nominated who wish to do so," until all who wish have been heard from. Paul 285; Shattuck 20, 21; Fox 127.

326. How may nominations be limited?

Only by constitutional provision. Unless it is explicitly stated that no nominations other than those provided for in the constitution may be made every name presented must be voted on up to the limit of the general law which allows every member to name one candidate.

327. What motion cuts off nominations?

The motion "that Nominations be Closed." This, however, is not in order until every member has had an opportunity to name a candidate and does not prevent ballots being cast for persons who are not nominees. "Have all nominated who so desire, if so nominations are closed," is the form used by the chair to close nominations.

328. Can this motion be debated, amended or reconsidered?

No.

329. If Nominations are from the floor and Election must be by ballot what is the method of procedure?

The chair will say "Nominations (for president for instance) are now in order." The secretary records the names until all have nominated who wish, each member being, under the general law, entitled to name one; the chair then reads the list of nominees, or requests the secretary to do

so; the tellers collect and count the ballots and report the result to the chair who then states: (1) the number of votes to which the assembly is entitled, which is the voting strength and consists of those present who have the right to vote; (2) the number of votes cast; (3) the number necessary to elect; (4) the number received by each candidate, beginning with the highest. The result is then declared by the chair as follows: "Mrs. C. has received a majority of the votes cast and appears to be elected; (after pausing a moment to allow for any possible objection) Mrs. C. is elected president." Bethel 42; Shattuck 22, 23; Robert 113.

330. What is a vote by Acclamation?

The real definition of a vote by Acclamation is "a unanimous viva voce vote." It is not a recognized parliamentary form of voting and while it is sometimes used as a complimentary vote it never should be in elections unless it is the immediate and unanimous choice of the assembly and there is no rule in regard to the manner of electing; and but one candidate for an office. If there are several offices to be filled and only one candidate for each office, all the names may be put to vote at one and the same time, "All in favor of the candidates as nominated for the respective offices will please say aye," etc. An election by acclamation should be preceded by a motion "that the election be by acclamation," and the vote on this motion must be unanimous.

331. If no rules have been adopted prescribing the manner of electing what should be done?

The chair should ask "How shall the election be held?" A motion to Provide for the Manner of Taking the Vote is in order at any time prior to taking the vote and this should be decided before proceeding to an election.

332. Can this motion be made while the main motion is pending and can any objection be made to its consideration?

May be made while the main motion is pending and objection to its consideration cannot be raised. Fox 76.

333. What method is in general use for election to office or membership?

The ballot is in common use and is the best because it can hardly fail to be impartial. Shattuck 26; Fox 127; Hollister 24; Paul 163.

334. Is the term "Secret Ballot" correct?

No, the ballot is always secret, secrecy is its fundamental principle.

335. When electing by Ballot what is the first thing in order?

To appoint tellers. The presiding officer usually appoints them but the assembly may add to the appointments or may make them all.

336. What is the function of the tellers?

Their function is to distribute the balloting slips, to collect and count the votes. One reads the ballots aloud while the others keep records, or "tally" (tallying the votes in groups of five for each candidate, these groups balance each other and facilitate the summing up.) The tellers communicate the result to the chair who thereupon announces the vote and "declares" such or such a candidate elected. The vote received by each candidate should be stated.

337. How many tellers should there be and may they be notified in advance of intention to appoint them?

There should never be less than two and if the gathering is large there may well be more, so that the work may be divided. Before an approaching convention or similar meeting it is customary to notify persons in advance of intention to appoint in order that time may be saved by securing consent to serve and by giving the chairman of the committee of tellers an opportunity to plan the work. The appointment is made, however, in open meeting. Fox 127.

338. How may Proxy Votes be allowed?

Only by special rules. Stockholders of corporations are generally allowed by state law to vote by proxy, but all national, state and municipal elections require the vote in person. When proxies are allowed they do not affect the quorum, that must be present. The authority should be given in writing and it is recommended that a committee be appointed to take charge of the proxy votes. Shattuck 103 (note); Paul 166; Fox 116; Hollister 75 (b).

339. If no one gets a majority in an election by ballot what happens?

The chair declares, "no choice," and it becomes necessary to ballot again.

340. What vote is required to elect?

A majority of all the votes cast unless special rules provide otherwise.

341. What is the manner of electing by Voice or Viva Voce?

When several names are presented for the same office they are put to vote one at a time, as in filling blanks, the one first named being first voted on, "All in favor of Mrs. A. acting as chairman of this meeting say aye." "All opposed, say no." To put the names to vote in this way, however, does not give an equal chance to all the candidates. It is therefore not a fair method of electing, but is in general use for electing the membership of committees. Voting on all the names at the same time by roll call or division or ballot insures an equal chance to all. Paul 208.

342. What objection is there to electing by a plurality?

It is possible to elect by a number so small as not to properly represent the assembly as a whole. If there are many candidates the largest vote may be as small as five, three or even two.

343. Can a time be set for Closing the Ballot?

Yes, by a motion "that the ballot be closed at o'clock."

344. What does the chair ask when the time comes to close the ballot?

"Have all voted who so desire, if so the polls are closed." Lewis.

345. When a vote has been verified by show of hands or by rising and the result declared, can it be further verified?

Only by unanimous consent or by reconsideration of the vote. Paul 159.

346. How may ballots be cast?

They may be cast for one officer, counted and reported before voting for another or the names of all the candidates may be on one ticket, either written or printed; the names not desired may be erased or, as in the Australian ballot, a cross may be placed before the names chosen. Shattuck 21, 23; Fox 113, 127.

347. May votes be cast for any one not on the list of nominees?

Yes, by writing the name in connection with the office to be filled, and if enough such votes were cast for any one person she would be legally elected. The common law gives the right to vote independently, and Mrs. Lewis says "no rules should be adopted limiting the right of independent suffrage. Eminent authorities doubt whether such restriction could be maintained in a court of law."

348. How are delegates, or members of a board, or similar body voted on collectively?

As many names are written or printed on one ballot as there are delegates, or members, etc.

349. What ballots are illegal?

A blank ballot (unless permitted under special rule) or a ballot containing more names than the number of persons to be elected. These are not to be considered in finding the number necessary for a choice. A ballot with fewer names is legal as is also a ballot cast for a person not in nomination; enough of the latter would elect such person Fox 114, 115; Robert 110.

350. If the ballot does not contain as many names as there are delegates, etc., to be elected, as for instance, only two names when there are five to be elected, how are these counted?

As one vote for each of the two names.

351. When delegates are to be elected, three for example, and the same name is written three times on one slip or ticket should this ballot be thrown out?

No, it should be counted as one vote for that one person. Every member is entitled to one vote for each of three persons who are all to be delegates but not to three votes for the same person.

352. When the full number of names does not appear is any record to be kept of the blanks thus created?

Yes, these are necessary to verify the count; they must be added to the total number of votes cast and this should equal the whole number of legal votes multiplied by the number to be elected. Fox 115.

Form for Announcing the Result of a Ballot.

Number of Votes Cast.....Number of Legal Votes
Cast.....

Necessary to a Choice.....

Mrs. A.....

Mrs. B.....

Mrs. C.....

Total.....

353. What vote is required to order the Yeas and Nays?

In Congress and in many state legislatures a one-fifth vote is required by constitutional provision. Under the general law the usual vote, a majority, is the requirement. Shattuck recommends the one-fifth vote, by special rule, in all permanent societies, and Robert says that in some small bodies a single member may demand it. Hollister holds that one member may demand it if there is no objection and no rule to the contrary, and, further, that the chair may order the vote by Yeas and Nays. Others differ and the present writer agrees with Mrs. Paul that as it is not in accord with parliamentary principles to compel a member to make public her vote the Yeas and Nays can only be ordered by the assembly itself by a majority vote and should never be ordered except for some very good reason. Paul 160; Shattuck 106; Robert 114; Hollister 78.

354. What should be done with the ballots after they are counted?

Each set should be put in a safe receptacle and carefully preserved until all probability of a recount being necessary is over. Fox 114.

355. When the names of several applicants for membership are being voted on collectively how can a negative vote be cast against any one of them?

The negative vote is to be cast just as if only one name were being voted on. If as many negative votes are cast as would be needed to reject one person, if applied to one only, the ballot must be taken again and each name be voted on singly. Fox 113.

356. Can the Secretary be directed to Cast the Ballot for the whole membership when there is only one candidate for an office or one for each of several offices?

This is frequently done and is sanctioned by some authorities provided no objection is raised. If there is even one objection the usual ballot must be had. Many of the best parliamentarians disapprove of this action altogether. Mrs. Fox observes that it is contrary to the spirit and purpose of the ballot as it is "to all intents and purposes a viva voce vote. "Mrs. Paul says that it violates the fundamental principle of the ballot, the right of a secret vote, when it compels a member who wishes to object, to do so publicly, since it is obvious that such objection is equivalent to a negative vote. The use of the motion "that the secretary be empowered to cast the ballot of the society" should be discouraged, and may well be ruled out of order. Paul 163; Fox 115; Shattuck 23; Hollister 76; Robert 114 (note).

357. What may be done while the votes are being counted?

A recess may be taken, speeches made or papers read but business is not recommended.

358. What is a Ballot Box?

A box made for use in voting. It has two compartments, one of which should be empty when voting begins, the other should hold both white and black balls. The presiding officer should see that this is its condition before it is passed around among the voters or placed on a table for them to go to. In either case the box must be so passed or placed that in its use the fundamental principle of the ballot, secrecy, is preserved. The member voting chooses and deposits a white ball for "yes" or a black ball for "no."

359. How can an election held on any other day than that fixed by the constitution be made legal?

By having an adjourned meeting. The adjourned meeting is a continuation of the same meeting and one or more may be held but they must all take place before the next regular meetings. An adjourned annual meeting is not an unusual occurrence. Lewis.

360. If only some of the officers or none are elected at the meeting specified in the constitution or at an adjourned meeting of that meeting what is the result?

In either case the old officers hold over until the next annual meeting. Lewis.

361. What is a "Deadlock?"

Where there is no election and no one is willing to change her vote. Voting must, of course, be continued until the deadlock is broken.

362. What is the significance of the phrase, "until their successors are elected," used in connection with provisions for the election of officers?

It merely legalizes the services of an officer for another term in case of no election, and has no bearing on resignations. Lewis.

363. When do newly elected officers assume the duties of their office?

As soon as elected, unless some other time has been specified. A vote electing to office is operative at once like every other vote. Robert 114 (note); Fox 128.

364. What is the custom in many societies?

To hold elections as the last business at an annual meeting, in which case the retiring president presides until all the incoming officers are elected after which the latter are either inducted into office just before adjournment or else they simply assume their duties immediately after adjournment, the new president presiding at the first meeting thereafter. It is thought by some excellent authorities that the services of the retiring president are never more needed than during an election.

365. How are vacancies caused and how are they to be filled?

They may be caused by resignation, expulsion, death or election to higher office and provision must be made in the by-laws for filling them. Shattuck 46; Fox 10.

References—Motions Requiring More than a Majority Vote.—Robert 110; Reed 28; Cushing 24; Shattuck 108; Fox 95; Hollister 18.

References—Voting on Questions—On Elections. Robert Art. VI. 109, Art. XI. 173; Reed Chapt. XIV. 171; Cushing Chapt. XIII: 124, 16, 17; Shattuck Chapt. IX. 98; Fox Chapt. VII. 104, 120; Hollister Sect. XXXII. 74, Sect. IV. 24.

To Reconsider, To Renew and To Rescind.

To Reconsider, to Renew and to Rescind are motions that provide in different ways and under different conditions for "second thought" and change of mind.

366. What position in regard to Renewing or bringing a question forward a second time, still held by the British Parliament as a general principle of parliamentary law, has been modified by Congress and how?

That when a question has been once decided, whether by an affirmative or by a negative vote, that decision must stand as the judgement of the assembly and the question thus decided may not be again brought forward. This position has been modified in Congress and in all deliberative bodies in this country by the use of the motion to Reconsider.

367. What are the general rules in regard to Reconsideration and Renewal of motions?

Rule (1). No Main, or Independent Motion, or Amendment, that has once been acted upon, can be again brought forward during the same session except by a motion to Reconsider and if it has once been reconsidered and defeated it can only be Renewed (brought forward again) in a changed form or after a sufficient length of time has elapsed to make it practically a different proposition. If the question was adopted a motion to Rescind the action taken may be made at any future time. (See Rescind, Question 400.)

Rule (2). After being defeated any Subsidiary, Incidental or Privileged Motion, with a few exceptions, may be Renewed at any time while the same question is pending, provided that after it was first moved such change has taken place in the status of the question under consideration that it is not quite the same but is practically new or different. Such change may be made by the mere progress of debate by amendment or by the intervention of business, such as the introduction and adoption of other motions, etc. Shattuck 110; Robert 72, 74; Hollister 56, 59; Reed 147; Cushing 135; Fox 74.

368. What is its effect and what is it proposed to Reconsider?

If adopted it brings the original question before the assembly in precisely the same condition that it was in when

the first vote was taken. If lost the vote stands as taken, for it is the vote previously taken on a question that is reconsidered. "I move that the vote on (stating the question) be reconsidered," or "I move to reconsider the vote by which action was taken upon" Shattuck 111, 118; Robert 77; Hollister 56, 100.

369. How many times can a question be reconsidered?

Once only. No vote can be twice reconsidered unless it was so changed by amendment upon its first reconsideration as to be practically a new question.

370. Who can make the motion to Reconsider and what is the reason for the restriction?

Only a member who voted with the prevailing side. The restriction is to prevent the prevailing side from being taken by surprise by having the matter brought up in an unfair way. Besides, as Mrs. Shattuck says, it is supposed that if there is any good reason for reopening the matter some member of the winning side will be fair minded enough to move its reconsideration. Some parliamentarians assert that the rule cannot be enforced when the vote is by ballot but since the rule is based upon a sound principle there should be no exception, and when the individual vote is observed, the chair can at least follow Reed's advice and enquire of the mover whether she is of the prevailing side.

371. Is the prevailing side necessarily the affirmative?

No, it is the side that wins.

372. When it has been decided to reconsider a question what action is it subject to?

Any and all action that applies to a question of its class, that is to say, if it is a main question that is to be reconsidered it is treated as any other independent proposition would be upon its first presentation.

373. At what meetings can the motion to Reconsider be made?

In assemblies holding continuous sessions of several days, weeks or months duration, such as conventions, legislatures, etc., it can only be made on the same day or the day following that on which the vote to which it relates was taken. In permanent societies holding meetings at regular intervals, as frequently as once a week or month, it may be made at the same meeting or at the next regular (busi-

ness) meeting provided no action has been taken that cannot be reversed. If not made by the close of the subsequent business meeting the only way to reach the question is by a motion to Renew it, if it was lost or to Rescind it if it was adopted. For societies holding regular meetings further apart than monthly, the use of the motion to Reconsider is confined to the one meeting. The reason for the limitation is to avoid delay in the progress of the question, which is suspended temporarily until the motion to reconsider is either rejected or adopted. The limitation, also prevents the use of the motion as a dilatory measure. Robert 79 (note); Shattuck 113, 265.

374. How do adjourned meetings held in the interim between regular meetings affect reconsideration?

Reconsideration will not hold over longer than the adjourned meeting, which, however, must not be held on the same, but a different day.

375. After a motion to Reconsider has been made by one of the prevailing side if not acted on at once who can call it up?
Any member may call it up within the time limit.

NOTE.

Some parliamentarians, Robert among them, assert that if the matter holds over to another meeting only the one who made the motion to reconsider may call it up.

376. Under what circumstances must action be taken at the same meeting?

If to Reconsider is moved on an Incidental or a Subsidiary Motion it must be acted on at once so as not to delay the progress of the Main Question, provided that such action would not have the effect of removing the entire subject from the meeting as it would, for example, if it were a vote on a motion to Postpone Indefinitely that was to be reconsidered. Robert 76; Hollister 57 (h).

377. Can it be made when other business has the floor and what is its order of precedence?

It can be made at any time, even while a member is speaking or while a vote is being taken on a motion to Adjourn, but it cannot receive consideration while other business has the floor. . It should be entered on the minutes, it can then be called up at any time that the floor is clear.

If made while some motion is pending and recorded it takes precedence, when it is called up, of everything except either of the motions to Adjourn. If made when no other motion is pending it yields to Incidental and Privileged Motions, except Orders of the Day. A motion to reconsider the vote on a Subsidiary Motion takes precedence of the Main Question. Robert 73, 77, 184; Hollister 57; Reed 151.

378. If it is desired to make known before hand that a motion to Reconsider the vote on some question will be made later, at the same meeting or at the next business meeting, what may be done?

A motion may be made to Enter on the Minutes a Motion to Reconsider. This motion is undebatable. It suspends action on the original question until the motion to reconsider has been either adopted or rejected and care must therefore be taken not to put into execution any action ordered or permitted by the previous vote because such action or order may be reversed by the reconsideration. Fox 75; Hollister 58; Robert 73, 76.

379. What other motions temporarily annul a vote if made and carried while a motion to Reconsider is pending?

The motions to Lay on the Table or to Adjourn and if under the effect of these motions the limit of time allowed to the motion to Reconsider elapses before the vote on it is taken it is the same as if the motion to Reconsider had not been made. Fox 75.

380. To what does the motion to Reconsider apply?

It is seldom applied to any but main or independent motions and amendments although it can be applied to nearly all the technical motions, but the motion to Reconsider a vote taken on any one of them cannot be made while a motion of higher rank is pending.

381. When an amended motion is to be reconsidered what is the order of procedure?

The vote on the original motion must be first reconsidered. If there were two amendments the primary is next reconsidered and then the secondary.

382. What is the general rule in regard to the method of Reconsideration?

That reconsideration or retraction must be made in regular order, the vote last taken being the first one to be

NOTE.

Please Read the Preface.

In the Lessons an effort has been made to provide for a choice of forms for presenting or stating questions. There are other forms, however, which, although not so generally used, are proper. In fact, except in those instances where the form is distinctive and peculiar, any words that convey the meaning clearly are, as a rule, permissible.

Chart of Motions

AND

Rules Relating to Them

(?) Can the Numbered Motion be Applied to those below.

- 1 Lay on the Table?
- 2 Previous Question?
- 3 Postpone Definitely?
- 4 Commit?
- 5 Amend?
- 6 Postpone Indef.?
- 7 Debated?
- 8 Reconsider?

	1	2	3	4	5	6	7	8	9	Renew?
Adjourn, Fix Time	no	no	no	no	(a)	no	(b)	yes	(c)	
Adjourn, or Rise Recess	no	no	no	no	no	no	no	no	(c)	
Amend.....	(u)	(p)	no	(n)	yes	no	yes	yes	(c)	
Appeal.....	(g)	(h)	no	no	no	no	(i)	(j)	no	(x)
Commit, or Refer Recommit.....	(u)	(p)	no	no	yes	no	(r)	(s)	(c)	
Debate, Close, or Extend, Limit...							no			$\frac{2}{3}$
Divide a Question..		no	no	no	yes	no	(q)	yes		
Lay on the Table..	no	no	no	no	no	no	no	(d)	(c)	
Objection to Consideration ...	no	no	no	no	no	no	no	(d)	(y)	(k) (x)
Orders of the Day (z).....	no	no	no	no	no	no	no	no	(f)	(e) (x)
Order, Point of.....	no	no	no	no	no	no	no	no		(x)
Postpone Defi- nitely	(u)	(p)	no	no	no	no	(q)	yes	(c)	
Postpone Indefi- nitely	no	(p)	no	no	no	no	(r)	yes		
Previous Question..	(u)	no	no	no	no	no	no	(w)	(c)	$\frac{2}{3}$
Privilege, Question of.....	yes	yes	yes	yes	yes	yes	yes	yes		(m)
Reading Papers.....					no		no			
Reconsider	(p)	(p)	yes	no	no	no	(r) (t)	no	no	(v)
Suspend Rules.....	no	no	no	no	no	no	no	no	(o)	$\frac{2}{3}$
Take from the Table.....	no	no	no	no	no	no	no	(d)	(c)	
Take Up Out of Order.....					no		no			$\frac{2}{3}$
Withdraw a Motion.....	no	no	no	no	no	no	no	(l)	(c)	

- (a) As to time, or place, only.
- (b) Not if made while another motion is pending.
- (c) After intervention of business or debate.
- (d) Affirmative vote cannot be.
- (e) Requires two-thirds vote to make a special order.
- (f) But not until the subject pending is disposed of.
- (g) Affects appeal only, cuts off debate, sustains chair.
- (h) If appeal is debatable, and affects the appeal only.
- (i) Except when it relates to indecorum, etc.
- (j) Unless action taken under it cannot be reversed.
- (k) A two-thirds vote in the negative dismisses for session.
- (l) But not if withdrawn after leave was given.
- (m) If immediate action is required.
- (n) Certain amendments may be committed, action on main question being suspended meanwhile.
- (o) Not for the same purpose at the same meeting.
- (p) Can be limited to it alone (if debatable).
- (q) Debate limited to propriety of postponing (or dividing).
- (r) Opens merits of entire subject to debate.
- (s) Not if committee has gone to work, committee may be discharged.
- (t) Debatable if the question to be reconsidered is.
- (u) Cannot be applied to the motion itself, but is in order while it is pending, and applies to whole subject.
- (v) Can be made at any time and entered on the minutes, but cannot be acted upon until the floor is clear.
- (w) Not after being partly executed, if lost, may be.
- (x) In order when a member has the floor.
- (y) Not at the same meeting.
- (z) A call for the order of the day cannot be tabled, pre-
questioned, etc., but the orders when brought up by
the call may be treated as any other question.

NOTE.

It is necessary to clearly separate certain motions from the business or proposition to which they relate. For example: to say that the Orders of the Day cannot be debated, postponed, etc., means that if the motion "to proceed to the Order of the Day," also known as a "call," is made, that motion or call cannot be debated, postponed, etc., but the Orders or questions which are brought before the assembly by the motion or call can be debated, postponed, etc., as any ordinary question. The motions: to Amend, Commit, Postpone Definitely and the Previous Question, offer another example. These motions cannot themselves be tabled, but the superior motion to Lay on the Table is in order while they are pending and applies to the business or proposition to which they relate, and if adopted takes the whole subject to the table, including the pending inferior motion.

reconsidered; reconsideration being, so to speak, a turning round and going back over the same path until the starting point is reached again. Reed 156; Fox 73, 74.

383. Can reconsideration be applied to an amendment alone?

Yes, if moved upon it before a final vote has been taken on the main motion as amended or, in case of a secondary amendment, on the primary amendment as amended.

384. What Subsidiary motions can be applied to the motion to Reconsider and with what effect?

When it is debatable the Previous Question may be applied to it without affecting the main question and the motion to Lay on the Table may be applied to it alone, it can be Taken from the Table but under this circumstance is not privileged in any way. The motion to Reconsider cannot be amended or committed but reconsideration may be postponed to a given time. Robert 75; Hollister 58; Shattuck (Table XVI); Fox 93, 94.

385. To what class of motions does it belong?

A majority of parliamentarians call it a miscellaneous motion, but some class it as incidental. In these lessons it is regarded as miscellaneous.

386. Can a motion to Reconsider be withdrawn?

Only on the day made unless by general consent. If it is withdrawn any one can renew it.

387. Is it debatable?

Is debatable if the question to be reconsidered is, and when moved on a debatable question opens it to full debate.

388. How many times can a main question be debated under the operation of the Motion to Reconsider?

Three times: When first presented; while the motion to Reconsider is pending; and after the adoption of the motion to Reconsider has brought the main question before the assembly again. Paul 141; Reed 154.

389. Can a member whose right to debate had been previously exhausted (when the question was first presented) take any part in the discussion after Reconsideration is moved upon it?

Can only take part in the discussion while the motion to Reconsider is pending; cannot debate after the main question is reinstated. Robert 78.

390. When a vote which was forced by the Previous Question is brought up for reconsideration is it still under the order of the Previous Question?

No, it is divested entirely of that order and debate is reopened as freely as if the Previous Question had never been made. Reed 154; Robert 78.

391. What restriction applies to the use of this motion in committee?

It is in order only when every member of the winning side is present but it is not subject to any time limit.

392. What votes can be reconsidered while the Previous Question is pending or after the main question has been ordered?

Votes taken previously on the motions to Amend, to Commit, to Postpone to a Certain Time and to Postpone Indefinitely but if the Previous Question has been ordered the motion to Amend or to Commit cannot be debated. Fox 63.

393. What votes cannot be reconsidered?

While there is a slight difference of opinion a majority of the authorities consulted agree, that, as a general principle, no vote can be reconsidered if action that cannot be reversed has been taken under it, and further, that it is doubtful if any vote that has gone into effect either wholly or in part should be open to reconsideration, and in this connection they rule as follows: A vote on to Commit cannot be reconsidered if the committee has entered into a contract or has even gone to work; the Previous Question cannot be reconsidered if it has been partly executed that is, if voting under it has begun, Nominations and Elections, which go into effect at once, cannot be reconsidered, neither can the following motions be reconsidered: Adjourn, Rise or Take a Recess; Suspend Rules; Lay on or Take from the Table (affirmative vote) and Reconsider, unless the question was so amended on the first reconsideration as to be practically a new, or different question. Robert 8, 9; Hollister 17; Shattuck 247; Reed 149; Fox 93.

NOTE.

Nearly every one of the several authorities adds one or more motions to the above list and what is included by one may be omitted by another, consequently the student can only follow some preferred authority.

394. What unfair use is sometimes made of the motion to Reconsider and what is this called?

Sometimes a motion to Reconsider is made immediately after a vote is taken in order to clinch matters and prevent future use of the motion for its true object which is, change, or correction, after reflection. Shattuck calls this "technical reconsideration." Shattuck 112; Fox 75.

395. When it is too late to bring a question up again by a motion to reconsider what may be done?

If the motion failed it may be renewed, if it was adopted it may be rescinded.

References—Reconsideration. Robert 73, 184; Reed Chapt. XII. 147, 155; Cushing Chapt. XIV. 135; Shattuck Chapt. X. 110; Fox 64, 67, 73, 77, 94, 95, 102, 145; Hollister Sect. XXI. 56.

Renewal of a Motion.

396. To what kind of motions is Renewal usually applied, under what conditions and for what purpose?

(See Rules (1) and (2), Question 367.)

397. What motions cannot be Renewed?

If a call for the Order of the Day (Privileged) is lost it cannot be renewed while the same question is pending, and a defeated motion to Suspend the Rules (Incidental) cannot be renewed for the same purpose at the same meeting; but if the question under consideration holds over to another meeting the motion to Suspend the Rules may be renewed; a defeated Amendment can only be renewed in a changed form. A motion that has been Indefinitely Postponed cannot be Renewed during the same session in the same form nor can a motion to Reconsider be renewed except as under Rule (1).

398. What principle is noted in regard to Renewal of questions or motions?

The principle of Change and always in the Main Question, in its environment, or in an Amendment to it. (See Rule 2, Question 267).

Illustration of one phase of the change of status necessary for renewal of a technical motion: Suppose a Main Question pending; a motion to Postpone to a Certain Time is made and lost, after which it is moved to Refer the matter to a committee. This motion having changed the status of the Main Question it is now in order to renew the motion to Postpone to a Certain Time. The assembly may prefer to postpone rather than to commit, which latter proposition has changed the main motion from a motion to be decided by a simple vote to one that may be referred to a committee, but if the motion to Postpone were not renewed until after the motion to Refer to a committee was voted on and lost, it would then be out of order because the main question would be in exactly the same position or environment that it was in prior to the making of the motion to refer to a committee.

References—Renewal of a Motion. Robert 71; Shattuck 176; Hollister 59; Reed 122.

To Rescind, Repeal or Annul.

399. To what class of motions does the motion to Rescind belong?

It stands as a main or independent motion and has no privileges.

400. For what is it used and when is it proper to make it?

It is used to repeal or cancel an action previously taken when it is too late to reconsider the vote by which it was taken and can only be properly made when such action can be reversed. A contract, for example, would not be annulled by a motion to Rescind, nor would any action taken in good faith but based upon an error in the records be rendered invalid thereby. The motion to Rescind is in order no matter how much time has elapsed since the action to be rescinded was taken.

401. What effect has it upon debate?

It opens the main question to full debate, but not to further or to different action.

402. If tabled does it carry the main question to the table with it?

No.

403. What vote is required to Rescind?

The same that was required on the motion that is to be rescinded. Shattuck 121.

404. What is the form for this motion?

"I move that the action taken in regard to . . . (stating the subject) on (naming the date) be rescinded (repealed or annulled)," or "I move to Rescind the action taken, etc."

NOTE.

Mrs. Shattuck asserts that the use of the motion to Rescind as stated above is an unfair evasion of the restrictions placed upon reconsideration. Shattuck 121.

References—Rescind. Robert 71; Hollister 43; Fox 85.

LESSON VI.

Privileged Motions, also called Emergency Motions or Motions of Necessity: To Fix the Time and Place to which to Adjourn, To Adjourn, Questions of Privilege, A Call for the Orders of the Day.

“Extreme justice is often injustice.”—Racine.

“From the nature of things, every society must at all times possess within itself the sovereign powers of legislation.”—Jefferson.

405. Besides Main or Independent Motions and Subsidiary Motions what others are classified by parliamentarians?

Incidental and Privileged Motions.

406. How do the four classes differ?

The Main or Independent Motion introduces business and can only be made when the floor is clear; the Subsidiary Motion relates strictly to the progress of business and is made while that business is under consideration; Incidental Motions arise incidentally out of some other question or some condition and are decided before the matter out of which they arose; Privileged Questions have their origin in and relate to the assembly itself, as an organized whole or to its individual members, as members.

407. How are the latter privileged and why?

They have precedence over all other questions, may interrupt any business and must be considered as soon as made because they are necessary and urgent. This is the touchstone which decides whether they should or should not be allowed as privileged and what the quality of the privilege should be.

408. How many are agreed upon by a majority of the authorities as Privileged and what are they?

They are as follows, arranged in the order of their precedence among themselves:—(1). To Fix the Time (or Place) to Which to Adjourn; (2). To Adjourn; (3). Question of Privilege; (4). To Call for the Orders of the Day.

409. Can Privileged Motions be made more than once during the pendency of any one question?

Yes, under the usual rule for renewal, except that a call for the Orders of the Day cannot be renewed while the same question is pending; and an Appeal, once decided, cannot be renewed.

References—Privileged Motions. Robert 35; Reed 123; Cushing 80; Hollister 33; Fox 82.

(1). To Fix the Time or Place to Which to Adjourn.

410. What is the object of and need for this motion?

This motion is needed only in cases where it is desired to hold another meeting and no stated time has been fixed for reassembling or no place has been provided and where the very pertinent question would be asked and would demand a definite reply, "Where and when shall this assembly meet again?"

411. What is the form for making it?

"I move that when we adjourn, we adjourn to meet at (stating time and also place if necessary), or subject to the call of the chair, due notice to be given of the same."

412. When is it privileged?

If made when it is really a matter of necessity to arrange for the next time and place of meeting and while other business is pending it is privileged and takes precedence of all other motions; is in order even after the assembly has voted to adjourn provided the vote has not been announced. If made when no other motion has the floor, its standing is the same as that of any other independent motion. Reed 126.

413. Can any Subsidiary Motions be applied to it?

None except to Amend and the amendment can only be as to the time and place of meeting.

414. Is it debatable?

No, both motion and amendment are undebatable.

415. Can it be renewed or reconsidered?

Can be reconsidered and may be renewed after proper business has intervened.

NOTE.

Robert advises ordinary societies to treat the motion To Fix the Time and Place to Adjourn as an independent

motion, as such it can of course be amended, debated, suppressed, etc. Mrs. Shattuck treats it as unprivileged. Robert 36 (note); Shattuck 182.

References—(1). To Fix the Time and Place to which to Adjourn. Robert 36, 191; Reed 126; Cushing 81; Shattuck 183; Hollister 64; Fox 66.

(2). To Adjourn.

416. What is the meaning of the motion "to Adjourn?"

As its name implies it means an interruption or intermission to be followed by a reassembling.

417. When is the motion privileged?

When it is a simple motion "to Adjourn" and is not qualified in any way.

418. What is the form?

"Madam Chairman, I move that the assembly (meeting or club, etc.) do now adjourn," or "that we adjourn."

419. What is its status and when is it in order?

It precedes all other motions except to Fix the Time and Place to which to Adjourn and with a few exceptions it is in order whenever a member can secure the floor to make it.

420. What is its object and the reason for its high rank?

It is given high rank and privilege because the right of an assembly to close its meetings and desist from its labors is as inalienable as its right to meet at will. The object is to enable the assembly to exercise this right at its pleasure.

421. What must it be understood to mean when it is made at any but the final meeting of an annual session of a permanent organization?

That there is to be a reassembling at a specified time according to program. Fox 126.

422. When is the motion to Adjourn out of order?

It cannot be made while a member has the floor, or when a vote is being taken, or verified, or when the Previous Question has been ordered, or when it has just been defeated, or when the time of adjournment has already been fixed, or when the motion to Fix the Time to which to Adjourn is pending. Shattuck 180; Hollister 62; Fox 65; Robert 39 (note).

423. Can it be debated, reconsidered, have any Subsidiary motions applied to it?

No, it is made, stated and put to vote.

424. If made once and lost, when can it be renewed?

After any intervening business.

425. Is it necessary for the motion to Adjourn to be always made from the floor?

No, if the business is finished, or the hour set has arrived, the chair may announce as in other matters of routine that the meeting stands adjourned.

426. What is the effect of this motion upon the pending business if carried; if lost?

If lost the interrupted business is immediately resumed. If carried, the interrupted business is taken up at the next regular meeting of the session under the head of "Unfinished Business," if there is a regular Order of Business. If there is no rule for conducting the business it should come up after the reading of the minutes. It is resumed at the point where it was interrupted. If there are to be no more meetings that year (as in case of an annual convention) or when the term of service of any or all of the members of an elective body expires with the meeting, the business is practically killed. It can be introduced at the next session, however, as new business just as if it had never been brought up before. Robert 37; Shattuck 181.

427. What questions are in order while a motion to Adjourn is pending?

A motion to Withdraw the motion to Adjourn, A Question of Privilege, if urgent, A Parliamentary Inquiry, if necessary, A motion to Enter a motion to Reconsider on the Minutes and the motion to Fix the Time and Place to which to Adjourn.

428. What are Parliamentary Inquiries and when are they allowed?

They are questions addressed to the presiding officer concerning the effect of motions that a member may wish to make, whether they would be in order or concerning any rules or decisions in regard to which the questioner desires information. They are really in the nature of privileged motions and are allowed at any time except when a member

is speaking and are always answered by the chair unless such answer would anticipate the decision of a point of order.

429. Should the use of the privileged motion to Adjourn be permitted for the evident purpose of obstructing business?

No, after it has been introduced several times and voted down, the chair should refuse to entertain it.

430. When are the motions to Adjourn and to Fix the Time to which to Adjourn the only one that can be acted on?

In the absence of a quorum.

431. What motions are in order whenever a motion to Adjourn is?

To Fix the Time to which to Adjourn and to Take a Recess.

432. What is the difference between the privileged motion "to Adjourn," the unprivileged motion "to Adjourn at a specified time," and the highly privileged motion "to Fix a Time and Place to which to Adjourn?"

The first is simply a motion to conclude a meeting at once, the second is a motion to arrange in advance for a time to conclude a meeting, and the third and last is a motion to fix upon a time to meet again.

433. When does the motion to Adjourn lost its privileged character?

If qualified as to a time to bring the meeting to a close, when no time has been fixed or when there is a wish to adjourn before the regular time, it is reduced to the standing of an independent motion. It can then be debated, amended, etc., as any ordinary motion, and yields to all Privileged, Incidental and Subsidiary motions except Objection to Consideration and to Postpone Indefinitely.

434. What is the form for the unprivileged motion to Adjourn?

"Madam Chairman, I move that the assembly (meeting, club, etc.) adjourn at half-past twelve o'clock."

435. What effect has a motion to adjourn sine die (without day), or a declaration by the chair that an assembly is adjourned sine die?

Either action dissolves the assembly. This adjournment is used when meetings of a temporary character or an assembly of delegates concludes their work. The former is

not expected to ever assemble again and any other assembly of the same organization will not be composed of the same delegates. Reed 127; Cushing 82.

436. When is a meeting adjourned?

Not until the motion to adjourn has been properly presented and acted upon and the chair has declared the meeting adjourned. "The meeting is adjourned." "The assembly is adjourned to meet again," (stating the time and place). "The meeting is adjourned sine die" (without day).

References—To Adjourn. Robert 37, 191; Reed 125, 147; Cushing 81; Shattuck 179; Hollister 62; Fox 65.

To Take a Recess.

437. What motion similar in character ranks with and is subject to the same rules as the motion to adjourn?

To Take a Recess. A recess is really a limited or temporary adjournment and is in order whenever a motion to adjourn is. Like the motion to Adjourn it is privileged if unqualified as to the time to terminate the recess which is then supposed to be ended by a call to order by the chair and subject to such call. The motion may be: "I move that a recess be taken subject to the call of the chair," or the equivalent motion: "I move that when we adjourn we adjourn subject to the call of the chair." Robert 39.

(3). Question of Privilege.

438. What is a Question of Privilege and what is the difference between it and a Privileged Question or Motion?

A Question of Privilege relates to the rights of an assembly collectively, "its safety, dignity, and the integrity of its proceedings," or to the "rights, reputation and conduct of its members individually in their representative capacity." It does not relate to the pending business and is itself one of a class known as "Privileged Questions," which all have high rank because of their immediate importance or urgency. House Manual and Digest 278, Par. 653; Reed 150; Robert 40 (also note).

439. What is the order of precedence of a Question of Privilege, how is it privileged and when is it in order?

It takes precedence of all other questions except to Adjourn and to Fix the Time to which to Adjourn; if urgent it

is in order at any time and may interrupt business or a speaker.

440. Who decides whether it is properly a Question of Privileges or not, and if the decision is unsatisfactory what can be done?

The chair decides, and any member may appeal from the decision of the chair.

441. How is an Appeal on a Question of Privilege treated?

In just the same way as an Appeal on a Point of Order.

442. Must a Question of Privilege be disposed of at once?

If allowed as a proper Question of Privilege, a motion is in order to bring it before the body for immediate discussion. Sometimes it is adjusted by request of the chair without action. Unless urgent, its consideration may be postponed or it can be laid on the table or referred to a committee or postponed indefinitely. Any of these Subsidiary motions may be applied to it (also the previous question) without affecting the main question.

443. Can a Question of Privilege be amended or reconsidered and when is it undebatable?

Can be amended and reconsidered. Is undebatable only when made after debate on the main question has been closed.

444. What is resumed after it is acted upon?

The interrupted business—a member interrupted retaining the right to the floor.

445. When does a Question of Privilege lose its privileged character?

When brought up again after being postponed, committed or laid on the table. It is then no longer urgent, therefore no longer privileged and is to be treated as any ordinary motion.

446. Is rising to make a personal explanation a Question of Privilege?

No, but as a matter of courtesy it is usually allowed. If objection is made, allowing it must be put to vote. Robert 190 (note).

447. What order do these questions take among themselves?

Those concerning the body as a whole take precedence of those concerning an individual member. Reed 131.

Examples of a Question of Privilege.

Affecting a Member: Leave to withdraw before the close of the meeting; to be protected against interruptions or annoying actions on the part of other members; to refute charges against character or actions as a member; to make a report before the proper time if obliged to leave before that time, etc. **Affecting the body as a whole:** sending telegrams, seating members, unnecessary delays in the progress of business, conduct of members, quarrels between members, etc. Shattuck 222; Reed 124; Fox 81; Paul 123.

448. What is the form for raising a Question of Privilege and who may raise it?

Any member may raise it and the form is: "Madam Chairman, I rise to a question of privilege (or of privilege affecting this body as a whole)," whereupon the chair says, "State your question, please." Member states it, and sits.

Illustration: "Madam President, I rise to a question of privilege."

The Chair: "Please state your question."

Member: "I am sorry to say that there is such a disturbance in this immediate vicinity that those of us who are interested and wish to hear the arguments on this question are unable to do so."

The Chair: "It is the right of all to hear what is being said from the floor and the members who are making the disturbance will please come to order."

References.—Questions of Privilege. Robert 40,190; Reed 130; Cushing 82; Shattuck 219; Fox 81; Hollister 36.

Orders of the Day.

449. What are Orders of the Day?

Such questions as are assigned to certain days for consideration. On the particular day to which they are assigned they become "the Orders of the Day."

450. How are they made?

May be made on motion, by program, standing rule, postponement or any proper method of agreement.

451. If an Order of the Day is called for at the time specified, must it be considered then?

No, the Order was satisfied by the call. The call cannot be tabled, etc., and is to be put immediately to vote but the

order or question involved, when called up, may then be treated as any ordinary question, and is subject to postponement, can be laid on the table, etc.

452. What two classes are they divided into and what vote is required?

They are either General or Special, the term "Orders of the Day" covering both classes. General Orders, such as the Order of Business, program, etc., are generally fixed by standing rules or by-laws, but may also be made on motion at any time by a majority vote or by postponing questions to a certain day. A question which is of such importance as to demand precedence or interruption of regular business is usually made a Special Order by use of the motion provided for that purpose. Very often an hour as well as a day is named for a Special Order but if no hour is named the proper place for it in the Order of Business is immediately after the reading of the minutes. A two-thirds vote is required to make a Special Order.

453. What is their order of precedence?

Special Orders take precedence of General Orders and of all business except the reading of the minutes unless an hour has been fixed for their consideration. The Orders in General take precedence of all questions except Special Orders, Questions of Privilege and the motions to Reconsider, to Adjourn and to Fix the Time to which to Adjourn. Hollister 65; Robert 43.

454. How may the Orders of the Day be called for?

When the proper time comes the presiding officer may bring them up, but if not brought up by the chair any member may call for them.

455. If not taken up on the day specified what happens to an Order of the Day?

It falls to the ground and must be renewed in the regular way if it is to be considered at all, but if called for and lost it cannot be renewed.

456. What forms are used by the chair and by members for calling up the Orders of the Day?

Chair: "Shall the Orders of the Day be taken up?" or, "Will the assembly now proceed to the Orders of the Day?" or, "If there is no objection, the hour having arrived, we will proceed to the Orders of the Day." Member: "Madam Chairman, I call for the Orders of the Day?"

457. If there is Objection how is it made?

“Madam Chairman, I object to taking up the Orders of the Day until we have decided the very important question now pending.” The Chair: “Objection is made to taking up the Orders of the Day. Will the assembly now proceed to the Orders of the Day?” or, “Shall the Orders of the Day be taken up?”

458. What is the effect of an affirmative vote upon the question, “Shall the Orders of the Day be taken up?”

A vote in the affirmative removes the question under consideration at the time just as if it had been interrupted by an adjournment and it comes up at the next meeting as “Unfinished Business.” A negative vote dispenses with the Orders of the Day only until the pending question is decided.

459. What vote is required to call an Order of the Day up before the time assigned, or out of order?

A two-thirds vote.

460. If there are more general orders than one how are they to be taken up?

Collectively and considered in the order made. A motion to take up a certain part of the Orders is not a privileged motion.

461. Can a Call for the Orders of the Day be debated, amended or reconsidered?

No, but the Orders or question brought before the assembly by the call or motion may be debated, postponed, etc., as any ordinary motion.

462. What form is used to make a Special Order?

“I move that the question (stating it) be made a Special Order for (naming a day or both a day and an hour).” “I move that further consideration of this question (stating it) be postponed until Monday, Jan. 15, at 3:30 o’clock.” (See Question 277, Lesson IV.)

463. If there are more Special Orders than one how are they taken up?

Collectively and in the order of their assignment. (See Question 279, Lesson IV.)

464. What high privileges has a special order?

May interrupt a speaker or be called for while a committee report is being made, and suspends all rules which interfere with its consideration at the time specified. General orders cannot interfere with established rules.

Illustration of an Order of the Day Made by a Standing Rule. (General Order.)

"At every fourth meeting of the club the first half hour of the time shall be given to a discussion of Current Events; at the expiration of this half hour the regular Order of Business shall be resumed." At the end of the half hour it would be the duty of the presiding officer to interrupt the discussion of Current Events and take up the first item on the regular Order of Business and if she did not any member could call for the Orders of the Day. Current Events are the Order of the Day for that first half hour, the regular Order of Business contains the Orders for the remainder of the time.

References—Orders of the Day. Robert 41, 186; Reed 189; Cushing 83; Shattuck (Order Business) 31; (Special Assignments) 129; Fox 76; Hollister 65.

DRILL.

A. Practice the forms for making the Privileged Motions.

The Main Motions below are all preceded by member rising and addressing chair, being recognized and thereby obtaining the floor as in Lesson I and the first example as follows:

B. A Motion and One Amendment; Inserting:

Mrs. Adams (rising and addressing the Chair): "Madam President." The Chair, "Mrs. Adams." (Mrs. Adams is recognized and has the floor) Mrs. Adams: "I move that our club give a luncheon." (Resumes seat). Mrs. Brooks (rising to be recognized if in a large meeting, remaining seated if meeting is small) "I second the motion." The Chair: "It has been moved and seconded that the club give a luncheon. The question is before you for discussion. Mrs. Calloway: "Madam President." The Chair: "Mrs. Calloway." Mrs. Calloway: "I move to amend by inserting the word 'annual' before the word 'luncheon.'" Mrs. Duncan: "I second the amendment." The Chair: "It has been moved to amend by inserting the word 'annual' before the word 'luncheon.' The question is on the adoption of the amendment (debate). Are you ready for the question? (no further remarks or amendments being offered). All in favor of the amendment will say aye. (Ayes respond.) All opposed say

no. (Noes respond.) The ayes have it and the amendment is carried. The question now recurs on the motion as amended, that the club give an annual luncheon. Are there any remarks? (pause and gives opportunity). Are you ready for the question? All in favor of the motion as amended please say aye. Those opposed, no. The ayes have it and the motion is carried."

C. Motion and One Amendment; Striking Out:

"I move that the club take up the study of art and architecture next year." "I move to amend by striking out the word 'architecture.'"

D. Motion and One Amendment; Striking out and inserting:

"I move that our society undertake to furnish a complete equipment for one of the minor industries at the Boys' Industrial School." "I move to amend by striking out the words 'one of the minor industries' and inserting the words 'the manual training department' so that the motion will read 'that our society undertake to furnish a complete equipment for the manual training department of the Boys' Industrial School.'"

E. Motion and Two Amendments:

Main Motion: "I move that our club give a luncheon annually." First Amendment: "I move to amend by eliminating the word 'annually' and adding the words 'semi-annually' and that each member shall be privileged to invite a guest." Second Amendment: "I move to amend the amendment by striking out the words 'a guest' and inserting the words 'two guests.'" The Chair: "It is moved to amend the amendment by striking out the words 'a guest' and inserting the word 'two guests' in their stead, so that the amendment will read 'that each member shall be privileged to invite two guests.' Are there any remarks? (Pauses for debate). Are you ready for the question? The motion is carried. The question now recurs upon the amendment as amended 'semi-annually and that each member be privileged to invite two guests.' (discussion, vote taken, motion carried) The vote now recurs on the motion as amended 'that the club give a luncheon semi-annually and that each member be privileged to invite two guests.' Any remarks? All in favor, etc. The noes have it and the motion is lost."

LESSON VII.

Incidental Motions: Questions or Points of Order and Appeals, A Call for the Reading of Papers, A Call for the Suspension of a Rule, Technical Motions Classified According to Object, Miscellaneous Motions that are in General Use.

“The right of Appeal is indispensable to the free action of all assemblies, the presiding officer not being the master, but the servant.”—Warrington.

465. What are Incidental Motions or Questions and what is their status?

They are such questions as arise naturally out of other questions or out of the need for conducting business in an orderly manner. They take precedence of the questions out of which they arise and are to be decided before those questions. They precede the Subsidiary Motions and yield to the Privileged Motions but have no order of precedence among themselves consequently if one is pending another of the class cannot be made until that is disposed of.

466. Can Incidental Motions be amended or debated?

They cannot be amended and the only one that can be debated is an appeal and that is debatable or not according to circumstances. Robert 34.

467. How many Incidental Motions are in common use and should therefore be memorized?

Five, as follows: (1) Questions or Points of Order, and the Appeal, (2) Objection to the Consideration of a Question, (3) A Call for the Reading of Papers, (4) Leave to Withdraw a Motion, (5) Suspension of the Rules. Robert 35; Hollister 44; Neeley 78; Smith Chart.; Bethel 8.

NOTE.

Only five out of the seventeen or eighteen authorities consulted agree upon and classify as Incidental the same group of motions, which are those listed above. The differences of opinion while not very serious are too numerous for inclusion in these lessons. In view of the differences

and the fact that no short list would suffice for all the questions that might arise "incidentally out of another" it is recommended that the **nature** and **uses** of an Incidental question be carefully studied and that **any** question of that character, when the necessity for it arises, be given the right of way accorded to motions of its class. Many such motions are mentioned in all manuals and yet not classified, for example: To take up Seriatim; to Open or to Close Nominations, to Extend or Limit Debate, etc.

References—Incidental Motions. Robert 34; Reed 132, 142; Cushing 86, 92; Hollister 44.

(1.) **Questions, or Points of Order and the Appeal.**

468. What is the duty of the chair and the right of members?

It is the duty of the chair to establish and to maintain order of procedure and of behavior as well; therefore any member who is guilty of a breach of order or of a parliamentary error should be called to order. If the chair fails to do this it is the right of any member to raise a Question or Point of Order.

469. What is a Question or Point of Order and how does it differ from a Question of Privilege?

It is an Incidental Question relating to the matter in hand and arising out of its consideration in proper order. The Question of Privilege relates to some matter outside of or foreign to the matter in hand, while the Point of Order relates strictly to the conduct of the business before the meeting, such as methods, rules, parliamentary procedure, behavior of members, etc.

470. Can it be made while a main motion is pending and may it interrupt a speaker?

Yes.

471. What is the form for making or "raising" the Point of Order and what is its effect upon the pending business?

"Madam President, I rise to a Point of Order," or if a member is disorderly, "I call the member to order." All business is suspended until the Point of Order is decided, and is then resumed.

472. Must the floor be obtained for either a Question of Privilege or a Point of Order?

No.

473. Is a Point of Order debatable and can it be amended or reconsidered?

No.

474. When does it take precedence of everything except a Question of Privilege?

If made as soon as the occasion for it arises. If not made at once it cannot be made at all unless it had given way to a Question of Privilege. Shattuck 227; Fox 78; Reed 143; Robert 46.

475. What is the proper course for the member who is interrupted by a Point of Order to pursue?

Parliamentary etiquette requires that she should take her seat immediately. The right to the floor and to resume the interrupted remarks, as soon as the Point of Order is decided, is retained however, unless the member herself has been ruled out of order, in which case the floor can only be had again by vote. Robert 46.

476. Who decides whether the Point of Order is "well taken" or not?

The chair decides and the decision is called "a Ruling" "The Chair Rules," etc.

477. Must the chair always decide a Point of order?

While it is the duty of the chair to decide and best for her to do so, if in doubt she may ask the advice of members before deciding, but the advice must be given sitting in order to avoid the appearance of debate; the chair may also refer the Point of Order at once to the assembly.

478. What recourse is provided if the chair is in error on a Point of Order?

If the member is not satisfied with the "ruling" an Appeal may be taken by rising and saying, "I appeal from the decision of the chair," or "I respectfully appeal . . ." etc.

479. Can a motion be ruled out of order after it has been debated without objection?

No.

The Appeal.

480. Can an Appeal be taken while a main question is pending and may it interrupt a speaker?

Yes.

481. When must an appeal be made?

As soon as the decision of the chair is rendered.

482. What prevents the taking of an Appeal?

It cannot be taken while a motion to Adjourn or another Appeal is pending or while voting is in progress. Robert 46.

483. If another Point of Order is raised while an Appeal is pending can an Appeal be taken from the decision of the chair on the second Point of Order?

No; any Points of Order that come up under an Appeal must be decided by the chair and the decisions must be accepted as final. Paul 11.

484. How is an Appeal decided and to whom is it addressed?

It is addressed to a higher authority than the chair, namely; the assembly, which by a majority vote either sustains or overrules the chair. Shattuck 229.

485. What is the form and process in taking an Appeal?

Member arises and without waiting to be recognized will say, simply, "I appeal from the decision of the chair," or "I respectfully appeal . . ."

486. What is the form used by the chair in putting an Appeal to vote?

"The decision of the chair is appealed from (or questioned). Shall the decision of the chair be sustained?" or "Shall the decision of the chair stand as the judgement of the body?"

487. What is the result of a tie vote on an Appeal?

Sustains the chair by deciding in the affirmative the question: "Shall the decision of the chair stand, etc. . . ." (A tie vote in all other cases defeats or negatives a motion.) Robert 45.

488. Can the motion to Lay on the Table be limited to an Appeal without affecting the main question?

Yes, it cuts off debate and if it carries the decision of the chair is sustained until the Appeal is taken from the table.

489. Can the Previous Question be applied to it alone?

Yes, if the Appeal is debatable.

490. Can an Appeal be reconsidered?

Yes, but not if action that cannot be reversed has been taken under it.

491. Once decided can an Appeal be renewed?

No, not even if later developments indicate that a different vote would be the result.

492. When is an Appeal undebatable and when is it open to debate?

It is undebatable when an undebatable question is pending, when it relates to the priority of business or to indecorum or to a violation of the rules of speaking or if the Previous Question was pending at the time the Appeal was taken. At other times it is open to debate after the chair has put the question: "Shall the chair be sustained," and the member taking the Appeal has explained why it was made and the chair has given the reasons for the decision upon which the Appeal was taken. When debatable it is subject to the usual rules.

493. What privilege has the chair in relation to an Appeal from her decision?

May give her reasons for the decision without leaving the chair, whether the Appeal is debatable or not. Robert 46.

494. How do Questions of Privilege and Points of Order differ from motions?

They are decided by the chair and not submitted to the assembly for discussion and vote unless an Appeal from the decision of the chair is taken.

References—Questions or Points of Order and the Appeal. Robert 46, 188; Reed 133, 143; Cushing 86; Shattuck 226; Fox 78; Hollister 34.

(2.) Objection to Consideration.

(See Lesson I, Questions 48-60.)

(3.) A Call for the Reading of Papers.

495. What papers are meant?

(1.) Papers under consideration, such as a report, resolution or communication, etc., upon which some action is to be taken, and (2.) papers bearing on the subject under consideration.

496. How is a call for the Reading of Papers treated?

Usually as in routine matters the chair will say, "If there is no objection the paper called for will be read." "If there is objection the call must be put to vote. "The question is on the adoption of the motion that the paper (naming subject, etc.) be read," etc.

497. How often should a paper which is laid before an organization for action be read before a vote is taken on it?

It is essential that the subject matter of such a paper should be understood before being voted on. Therefore any member has the right to have it read once, at least. In fact, it would seem to be the duty of the chair to make sure that the matter is understood before any action is taken on it, and to that end a second, or even a third, reading, in part at least, might well be allowed, especially if the matter is important; it being much better to do a few things well than many things without due consideration. If, however, the proposition in the paper is not to be discussed or acted on, if any one objects to the reading, allowing it must be put to vote.

498. What is the custom in legislatures and other large bodies where a great many papers, documents, etc., are received?

To refer them first to a committee and when reported upon by the committee they are subject to a limited number of readings, usually three, but they are seldom read in their entirety that many times.

499. Can a call for the Reading of Papers be debated or amended?

No.

References—Reading of Papers. Robert 48; Cushing 88; Reed 136; Hollister 66; Fox 72.

(4.) Withdrawal of a Motion.

(See Lesson I, Questions 61-74.)

(5.) Suspension of the Rules.

500. What is the form for this motion?

“I move that the rule (stating the one referred to) which interferes with (stating the object of the suspension) be suspended,” or “I move to suspend the rule . . .” etc.

501. What rules may be suspended and why?

Only Rules of Order and Standing Rules, such as relate to the transaction of business, conduct of meetings, etc., and never to constitutional requirements, or established parliamentary principles or special statutes unless they exist as Standing Rules. The rules mentioned as being subject to suspension are so subject because, although rules are necessary to prevent waste of time and to promote business, there are times when they stand in the way of thorough

consideration and proper action. In such cases it is better to suspend them. By general consent the rules may be ignored at any time without a motion. Robert 188.

502. Can a motion to Suspend the Rules be made while a member has the floor?

No.

503. Can it be debated, amended or reconsidered?

Cannot be debated or reconsidered and no Subsidiary Motion can be applied to it.

504. Can it be renewed at the same meeting?

Not for the same purpose, but can be, after an adjournment, even if the next meeting is the same day.

505. What vote is required to Suspend a Rule?

A two-thirds vote.

NOTE.

Eleven out of Seventeen authorities require the two-thirds vote while several others, among them Reed, Cushing and Shattuck, assert that while it is customary to adopt a rule requiring a two-thirds vote, unless there is such a rule unanimous consent is necessary. Those requiring the two-thirds vote are: Robert, Fox, Hollister, Neeley, Stevens, Roberts, Bethel, Lewis, Warrington, Smith, Paul.

506. Can a subordinate body suspend the rules of a higher body?

No.

References—Suspension of the Rules. Robert 50, 158, 188; Reed 50; Cushing 22, 91; Shattuck 248; Hollister 60; Fox 71.

TECHNICAL MOTIONS.

Classified According to Their Object.

To modify or improve:—To Amend; To Commit or Refer, to Recommit.

To defer action:—To Postpone; To Lay on the Table.

To hasten action, or suppress debate or bring to a vote:—Call for the Previous Question; a Motion or an Order to Limit or to Close Debate.

To suppress a question:—Objection to Consideration; Postpone Indefinitely.

- To reverse hasty or ill considered action or to consider a second time:—To Reconsider.
- To close meetings or to arrange for meeting again:—Adjourn; Fix the Time and Place to Which to Adjourn.
- To secure consideration at a certain time:—To make a question a Special or a General Order (Orders of the Day); To Postpone to a Definite Time.
- To expedite business with which a rule interferes:—Suspension of Rule, or Rules.
- To preserve order of procedure or of behavior:—Questions or Points of Order.
- To secure to the body and to its members certain rights and privileges:—An Appeal; Reading of Papers; Withdrawal of Motion; Question of privilege and motion of like character. Robert 175.

Miscellaneous Motions.

Motions that are in General Use that are not classified as Subsidiary, Privileged or Incidental. Some may be made incidentally while the main motion is pending, others are made independently as main or principle motions:

Filling Blanks; For Informal Consideration; To Go into Committee of the Whole; To Go into Executive Session; To Recommit; To Reconsider; To Renew; To Rescind; To Expunge; To Ratify; To Take a Recess; To Limit, Extend or Close Debate; To Take up Out of Order; To Give Leave to Speak Out of Order or after Disorderly Conduct; To Take from the Table; To Provide for the Manner of Voting; To Close Nominations; To Divide a Question; To Enter in the Minutes; To Place on File; To Receive, to Accept or to Adopt a Report.

DRILL.

- A. Practice the forms for making the Incidental Motions.
- B. Objection to Consideration, a Point of Order and Withdrawal:

Mrs. Simmons: "I move that the Butterfly Club be censured for serving refreshments at its so-called 'literary meetings.'" Mrs. French: "I object to the consideration of that question." Mrs. Simmons: "The question is a perfectly

proper one, Madam President, as a body of serious minded” Member (rising): “Madam President I rise to a point of order.” The chair: “State your point.” Member: “The objection to consideration permits of no debate.” The Chair: “The point is well taken. Consideration of the question is objected to, shall the question be discussed?” Mrs. Simmons (rising and interrupting): “Madam President.” The Chair: “Mrs. Simmons.” Mrs. Simmons: “I ask leave to withdraw the motion.” The Chair: “If there is no objection the motion is withdrawn.” Lesson I.

C. Division:

The following motion offered:

“Inasmuch as it is the duty of the women of Mobile to use their efforts for a clean city, hygienically, morally and socially, I move that all organized bodies of women and all individual women of our city be asked to co-operate for this purpose, and that joint committees be appointed to inspect, from time to time, the city streets, poor house, jail, hospital, markets, moving picture shows and other places of amusement, and report to this club and to the other organizations as to the condition of the same; that these reports, or such parts of them as seem suitable, be published, in order that the public may have the benefit of the information therein contained; and that the united organizations take active steps to secure the enforcement of such city ordinances, relating to any of the above mentioned places, as already exist, and the passage of suitable ordinances where there are none covering these matters.”

Member obtains floor and moves that “the question be divided into three proposition, the first to end with the words ‘condition of the same,’ the second with the words ‘therein contained,’ and the third with the concluding words of the motion.” The chair: “You have heard the motion to divide and the proposed division so that each of the three propositions can be considered alone. All in favor of division will say aye. The ayes have it and the motion to divide is adopted. The question is on the proposition ‘that all organized bodies condition of the same.’ (discussion, vote, adopted.) The question is now on the adoption of the second proposition: ‘that these reports, or such parts of them therein contain.’” The third proposition is then taken up and after

its adoption or rejection, as the case may be, the motion as a whole is considered adopted without any further vote. Lesson I:

D. Substitute Motion:

Mrs. A. "I move that we petition the school commissioners to appoint women to vacancies on the board as they occur."

Mrs. B. "I move to amend by adding the words 'until at least three of the members of the board shall be women,' so that"

Mrs. C. "I move to amend the amendment by striking out the words 'three members' and inserting the words 'half the membership,' so that the motion will read 'that we petition the school commissioners to appoint women to vacancies on the board as they occur until at least half the membership shall be women.'"

Mrs. D. "I move as a substitute for the motion relating to women on the school board that we petition the school commissioners to appoint an advisory committee consisting of three women, this committee to visit and report upon the Kindergartens."

Miss E. "I move to amend the substitute by adding the words 'and playgrounds and, that they also inspect and report upon the sanitary conditions generally of such parts of the school buildings and grounds as are used by the children of the Kindergarten and primary grades,' so that the motion will read"

In the above illustration Mrs. C.'s amendment (to the amendment) is first voted on, then (2) Miss B.'s amendment (the amendment to the Main Motion); after that (3) Mrs. E.'s amendment to the substitute motion, all of which are supposed to be adopted. There are now left, the Main Motion as amended and the substitute motion as amended. (4) The Chair: "The question now recurs on the substitute motion as amended. (Debate). All in favor of the substitute as amended say aye. All opposed, no. The noes have it and the motion is lost. (5) The question now recurs on the main motion as amended. Are there any remarks? Are you ready for the question? All in favor The main motion is adopted as amended." (See Lesson II.)

LESSON VIII.

To Commit; The Committee and Its Report; Committee of the Whole; Informal Consideration.

“It is by division and subdivision of duties alone, that all matters, great and small, can be managed to perfection.”—Jefferson.

507. What is the meaning and effect of a Motion to Commit or to Refer to a Committee?

It is a motion to transfer a measure under consideration to a smaller number of members than the whole body. This smaller group is called a Committee.

508. What is its rank, can it be debated and what Subsidiary Motions can be applied to it?

It is fourth in the order of precedence of the Subsidiary Motions. It is debatable and opens the main question to debate. It can be amended by changing the personnel of the committee or by stating or changing the number of members to serve on it, or by adding instructions as to what the committee is to do and how, etc. It cannot be postponed to a definite time or indefinitely, or committed, or laid on the table.

509. What is the form?

“I move to refer the question to a committee;” or “That the resolution be referred,” etc., “I move to refer the matter to a committee of three,” “to be appointed by the chair,” or the mover may name the committee: “to a committee composed of Mesdames Long, Robinson and Marsh.”

510. Can it be reconsidered or renewed?

It may be reconsidered if done at once, before the committee is formed or has taken up its work, afterwards the committee may, however, be discharged. (See Question 569.) If lost it may be renewed after progress in debate or the intervention business. Reed 149; Shattuck 195; Hollister 68 (j), 59; Robert 72.

511. Can the motion to commit be applied to a part of a question?

Any intrinsic part may be committed, for verbal improvement, for example, discussion on other parts being continued but final action on the whole deferred until the part committed is reported back. Shattuck 199; Cushing 54.

512. When any of the superior, subsidiary or dependent motions are moved on the main question while a motion to Commit is pending what is the effect upon it?

It is cut off, made nugatory, by the Previous Question and deferred by the others. Shattuck 194.

NOTE.

Robert and Hollister consider that the motion to Commit adheres to the main question just as amendments do and that if it is pending it is not cut off by the Previous Question and must be put to vote in regular order, but as Mrs. Shattuck says (92, 93), although debate upon the amendments is closed and no new ones can be offered the pending amendments are not cut off, because they tend to perfect the main question. There seems, however, to be no good reason why the motion to Commit should adhere, because it is **only a method of handling the question** and the assembly ought to know whether it wants to come to an immediate vote or to refer to a committee and if it desires the latter it can defeat the previous question which only cuts off the motions to commit, postpone, etc., if carried. Mrs. Shattuck's opinion is concurred in by the author of these Lessons. (See note under Question 216, Lesson III.)

513. Can the Previous Question be applied to the motion to Commit without affecting the main question?

Yes. Hollister 68 (e); Shattuck 93; Fish 72; Stevens 169; Waples 144; Roberts 52; Par. 786 House Manual (1912).

514. If to Commit is moved on **an amendment what is the effect?**

If adopted it takes the main question to the committee also. An amendment adheres to the main motion and cannot be separated from it.

515. Can a motion to Commit be divided?

Yes, but if the motion is divided into two or more parts the instructions cannot be separated from the body of the motion and put to vote but they may be stricken out by amendment.

516. How does the motion to "Form a Committee" or to appoint one differ from the motion to refer to a committee?

A motion "that a committee be formed to . . ." or "that a committee be appointed to . . ." is an independent motion unrelated to any other and has the same standing as any other independent or main motion. The motion creates a committee for a specified purpose and in it, as in the motion to refer a matter to a committee, may be included the number of members, manner of appointment, duties of the committee, etc. Shattuck 201.

517. What is a motion to Recommit and what is its standing?

It is a motion to again put into the hands of the same, or another, committee a question which has been previously committed and reported upon. To Recommit to the same committee of course revives the committee. It is subject to the same rules and conditions as the motion to commit.

518. When a subject is recommitted what is omitted from the reconsideration?

Such parts as were not agreed to by the assembly when the first committee submitted its report. These are as if they had never existed. Robert 87.

519. What Motions cannot be Committed?

To Suspend the Rules; To Adjourn (privileged); Objection to Consideration; To Lay on the Table; Previous Question; To Fix the Time to Which to Adjourn (privileged).

References—To Commit. Robert 63, 117; Reed 85, 119, 141; Cushing 44, 52, 96; Shattuck, Chapt. XVII. 194; Hollister 67; Fox 57, 61, 102.

The Committee and Its Report.

520. What is a Committee and why is it needed?

A Committee is a small group of members selected for special work. It is a dependent body, subject to the association appointing it and accountable only for what it is detailed to do. Its acts are not usually final but are to be passed upon by the whole body. To refer a matter to a committee secures for it greater freedom of consideration and enables the association at large to accomplish more. Committees are essential in legislative and other assemblies where there is a great deal to be done and in many large organizations every thing of any moment that is brought up is first handled by a committee, and put in good shape for

final action before being presented. Committee consideration tends to protect a society from action based upon insufficient information and from being carried away by excitement or sentiment.

521. Ordinary committees are divided into how many kinds?

Two: Standing and Select, or Special. Standing Committees are permanent and take precedence of Select, which are temporary. Robert 64; Reed 53; Cushing 139.

522. What are the duties and functions of these committees?

Standing Committees are usually appointed for a session, or one year and are put in charge of specified subjects, and all matters relating to those subjects are properly referred to the committees in charge. The functions of standing committees should be clearly defined in the by-laws. It is well to state also of how many members each is to be composed and the manner of their selection. A special or temporary committee is chosen to take care of some special temporary matter, it ceases to exist as soon as its report is presented.

523. What other committees are there?

Joint Committees, Conference Committees and Committee of the Whole. A Joint Committee in a legislative body is one committee made up of members of both branches and reporting to both; it may be either standing or special, that is, permanent or temporary. A Conference Committee in a legislative body is a committee appointed to meet a similar committee of the other branch to promote joint action or to bring agreement out of disagreement. Non-legislative bodies working along similar lines in the same state or municipality might often employ joint and conference committees with advantage to the work and to themselves.

524. How many committees be obtained?

They may be appointed by the presiding officer, by resolution, by open nomination and vote, or by ballot. They are rarely selected by ballot because this method consumes so much time. As a general thing a newly elected president appoints all standing committees, but none can be created without the authority of the assembly given by standing rule or direct vote nor can the membership be appointed without such authority.

525. What should be done when there is no rule?

Where there is no standing rule as to the manner of appointment the chair should ask, "How shall the committee be appointed?" and this is frequently decided informally. Another question to be asked is, "Of what number shall the committee consist?" if the number is not named in the motion creating the committee. This is decided as in filling blanks. Robert 64.

526. If the number of nominations for committee members does not exceed the number of which the committee is to consist how are they voted on?

Collectively. If they exceed the number they are voted on singly. Robert 65.

527. If the chair has authority to appoint must the appointments be made at once?

Unless the matter is urgent this need not be done at once, time may be taken to consider and make suitable selections, in which case the chair may say "The appointments will be made later." If appointed after the close of a session the secretary should be notified so that the names may be entered on the records.

528. Of how many and of whom should a committee be composed if for action; if for investigation?

The general rule is that a committee, taken as a whole, should represent the different views of the membership on the subject committed; but if the committee is for action it should be small and should consist as far as possible of those in favor of, or at least not opposed to, the measure committed. For investigation or deliberation it should be as representative of the different views of the whole as is practicable. If two factions exist the rights of the minority demand that they shall have representation. Reed 58; Cushing 144; Robert 169.

529. What should a member do who is appointed on a committee that is required to take action of which she does not approve?

Should ask to be excused.

530. After the members of a committee have been selected and the number decided upon can any other members be legally added?

No, but if members resign the presiding officer usually fills the vacancies, unless a rule has been adopted in regard to filling vacancies.

531. What duty belongs to the secretary of the assembly in regard to the getting together of a committee?

It is the duty of the secretary to make out a list of the committee members with a certified copy of the authority or instructions under which they are to act and to give this to the chairman.

532. Must the member who makes the motion that a committee be appointed or that a matter be referred to a committee be made chairman, or necessarily a member even, of the committee?

When the presiding officer is given authority to appoint she is always at liberty to select the chairman and the membership and should be governed by the question of fitness rather than by a mistaken custom of so-called "courtesy."

533. Is a member made chairman by being named first?

All authorities agree that the person first named is temporary chairman, at least, and must secure a list of the committee members and call the first meeting. The committee should then elect a chairman. The chairman is frequently named by the assembly, but if this is not done or the presiding officer does not appoint, or the committee itself does not elect a chairman then the member first named is chairman. Shattuck 200; Robert 80, 144; Reed 56; Cushing 145; Fox 42; Hollister 68.

534. Why should a committee consist of an uneven number?

To avoid ties in voting.

535. What is said of the time and place of sitting of a committee?

May be regulated by the committee itself if not done by the assembly, but cannot take place while a meeting is in progress unless so ordered or permitted by general consent, upon request. Reed 59; Cushing 146.

536. If a committee is ordered to meet at a specified time and fails to do so what is the result?

The committee practically falls to the ground and cannot act unless redirected. Cushing 147.

537. If a chairman is absent or neglects or declines to call a meeting what may be done?

Any two members may call it. It is the duty of the committee to meet as instructed, or as soon as possible if not instructed.

538. How are committees organized?

A committee is a miniature assembly and is organized in the same way:—by the selection of a chairman and a secretary and other officers if necessary. The secretary may be omitted but a record should be kept as the basis for a report and if there is no secretary the chairman should make and keep the record. Usually in legislative or other large bodies where there is much clerical work a secretary is employed. This secretary is frequently not a member of the body and of course has no vote or voice in the proceedings.

539. What is the method of procedure of a committee?

Meetings should be conducted in accordance with parliamentary usages but are less formal than meetings of the whole body. Members speak as often as they wish to the same question and, if they choose, without rising. The previous question is out of order in committee. Voting is frequently done informally, but it must be understood that the committee really decides by vote, actual or implied, and that the vote is binding. All action in order to be valid must be taken at a regular meeting to which all are called, it not being sufficient for the chairman to consult members separately, either personally or by telephone; it is conference that is required. The chairman has no more right to act independently than any other member. Shattuck 203; Robert 82, 170; Reed 61; Cushing 146; Fox 42, 44.

540. What are its powers when uninstructed? When instructed? When given full powers?

When uninstructed it revises the measure as it thinks best, incorporating any amendments that were previously adopted by the body and adding such recommendations as it deems advisable, putting all in suitable shape for discussion and action. When instructed its powers extend only to what it is ordered to do. When given "full powers" it is authorized to act as if it were an independent body and its action is final.

541. What are the duties of its officers and what the quorum?

The chairman calls all meetings, presides over them and makes all reports unless the committee directs otherwise.

The secretary keeps a record of any action taken, notifies members of meetings, etc., as instructed by the chairman or the committee, takes charge of all committee papers or documents and turns them over to the secretary of the society when the committee is dissolved. The quorum, unless otherwise ordered, is a majority of the committee membership.

542. If the committee is in doubt as to what is expected of it what should it do?

Should ask for instructions or have its functions defined.

543. What sort of a main question would better be referred to a committee?

One obviously requiring considerable "editing" by division, transposition, consolidation or revision or one in regard to which more information is desired or one that is delicate or troublesome in its nature. Robert 65; Cushing 60.

544. What does a committee do with a question?

They carry out their instructions and report back, at some future time, the measure as revised by them, adding whatever recommendations they see fit. Any document or paper intrusted to them must be preserved intact and returned. Proposed changes should be made on a separate sheet.

545. If amendments to the subject committed are pending what becomes of them?

They go to committee also and are considered and reported upon, being incorporated in the main question if favored by the committee and omitted if not.

546. What about motions and votes in committee?

In committee motions need not be made but votes would better be taken and a record of them kept.

547. Has the motion to Reconsider any limit in committee?

No, provided all who voted with the majority are present when the vote is reconsidered. Robert 82.

548. What difference of treatment is in order in regard to resolutions which have been referred to a committee and resolutions that originate with the committee?

Referred resolutions are not to be voted on by the committee as it has no power to adopt them, only such amendments as the committee may see fit to make are voted on by them. Resolutions which originate with the committee and amendments to them are voted on in committee in the usual

way, amendments first and then the resolutions as amended.
549. If the committee disagrees what can be done?

The minority may present a report also. This report is read as a matter of courtesy immediately after the majority report but need not be acted on. The majority report is the committee report but should not be voted on until after the reading of the minority report. The minority report may, on motion, be offered as a substitute for the committee report and is frequently so offered by the member making the report for the minority. This is treated as an amendment and is not entitled to precedence over any other proposed amendments. Shattuck 211; Robert 82, 171; Fox 50; Reed 61.

550. If persons not members are present at committee meetings can they speak or vote?

Cannot vote and can speak only by invitation or permission.

551. When is a committee expected to report? What may be done if it is not ready at the proper time?

At the earliest opportunity, unless a time was named. If not ready it may explain why and ask to be continued, or discharged as seems best. The assembly may take up the matter itself, without waiting for the report, or may place it in the hands of another committee.

552. What is the proper form for the Report?

The report should be in writing, in concise and simple language and as brief as is consistent with clearness, and complete covering of all points referred, together with the conclusions of the committee concerning them. If it is a standing committee the report usually begins as follows: "The committee on (Education) beg leave to report," or "respectfully report," etc., letting the report follow and concluding with, "all of which is respectfully submitted," although such conclusion is not necessary. A select, or special committee report may begin: "The committee to which was referred (the matter of incorporation, etc.), having considered the same, respectfully report," etc. When a minority report is submitted, it states that it is a minority as follows: "The undersigned, a minority of a committee to which was referred," etc. Reports of any matter of importance should be signed by all members present who agree with the report.

Chairman either first, or last. Ordinary, or routine, reports need only be signed by the chairman ("for the committee.") There are very good forms for reports in the following manuals: Robert, Shattuck, Fox, Hollister and Paul.

553. If a committee report is not properly prepared, not clearly expressed, or logically arranged, or legible, etc., what can the assembly do?

Is justified in recommitting it for the express purpose of having it put in proper shape. Fox 47.

554. What motions are made in connection with reports, communications, resolutions, etc?

To Receive; To Accept; To Adopt, Agree to or Concur in; To Enter in the Minutes; To Place on File.

555. Is it necessary to move that a report be received or considered?

No, both reception and consideration are matters of course and at the proper time the chair will simply say, "If there is no objection the report, etc., will be now read." If there is objection the question of its reception must be put to vote, but there seldom is any.

556. Is the motion "that a report be received" debatable or amendable?

No.

557. How may a committee report be called for if the chair does not bring it up?

At the proper time any member may move that the report of (naming the committee and the subject) be called for, or be now received.

558. After the reading of a report is any motion necessary to bring it before the assembly?

No, the reception of the report places it before the body for action. It is not necessary for the chair to suggest a motion that it be adopted, accepted, etc., or to wait for one. Immediately after the reading the chair may, as in other matters of routine, state the question, which is "upon the adoption, etc., of the report," call for discussion, etc., but may, if she prefers call for a motion.

559. Who usually makes such a motion?

Whoever reads the report, whether the chairman of the committee or a member. Some authorities teach that whoever presents the report should move its adoption, accept-

ance, or whatever is the suitable motion as soon as the reading is finished.

560. In what manner and how is the report considered?

Consideration and action depend upon the character of the report. If it is advisory or contains a mere statement of facts, opinions or reasoning or an account of work done by the committee in carrying out instructions the motion would be "that it be accepted." If it concludes with resolutions or recommendations: "That the resolution, etc., be adopted," or "agreed to." It may be discussed as a whole or taken up seriatim, (section by section or paragraph or article, etc., by paragraph, etc.) The report may be accepted, rejected, tabled, postponed, and so on, and the assembly may adopt, agree to, amend, reject, etc. the recommendations, resolutions, etc. Shattuck 206; Robert 88, 144; Reed 63; Cushing 148; Hollister 18, 73; Fox 47.

561. When is the motion voted on?

Whether the motion is to accept, agree to or adopt, it should never be voted on when first made unless the report is ready for final action without discussion, or change. A report containing a mere statement of facts, of work done, or of information obtained may be accepted at once because there is nothing to adopt, or agree to, and the assembly is not thereby committed to any course of action or opinion. If, however, the report concludes with resolutions, recommendations, etc., action on the motion to adopt or agree to should be suspended until the questions involved have been considered one by one (seriatim.) (See answer to Question 564.)

562. Is it improper to move "that a report be accepted and that the recommendations or resolutions be taken up later," and to put this motion to vote at once?

No, the report, as such, cannot be amended and may be accepted at once. To accept it only means that the work of the committee is accepted as satisfactory. The subject for discussion and amendment, the resolutions, etc., are, in this motion, so separated from the report that the assembly is not committed to any action or opinion by accepting the report. A motion "that the report be accepted with thanks to the committee for the time and effort given to the work and that the resolutions be taken up seriatim" (either now or later) is a gracious and a proper motion.

563. What mistakes are frequently made in connection with committee reports?

To move that a report "be received" after it has been presented. If it has been read it has already been received. Another mistake is to **vote** on a motion to "accept" or "to adopt" or "to agree to," when the intention is to first consider, and probably alter, and afterwards adopt, or perhaps reject, any matter in the report that is manifestly not ready for final action. Robert 86 (note); Cushing 154; Shattuck 209.

564. How are constitutions, by-laws, reports with resolutions, recommendations, etc., adopted?

May be adopted as a whole if ready for final action without debate or amendment, or may be considered and acted upon seriatim. If considered seriatim, as is usual, they are read by the secretary or the chairman of the committee section by section or paragraph by paragraph beginning with the first. As each is read amendments to it may be offered or the chair will ask "are there any amendments to this section," etc. Only the amendment is voted on at this time and not the section as amended. When all the sections have been considered in this way any one of the series may be still further amended until all are in satisfactory shape for final adoption. They are then voted on as a whole as amended. This second consideration could not be had except by a separate motion to reconsider the vote on each separate section if each had been adopted on the first reconsideration, as amended.

At the conclusion of the first consideration the chair will say, "All the sections having been considered they are now open to further amendment, are there any further amendments?" When they are ready for adoption as a whole, no further amendments being offered, the chair will say, "The question is on the adoption of the constitution as a whole, are you ready for the question? As many as are in favor of the adoption of the constitution (resolutions, etc.), as amended, will please say aye," etc. Shattuck 163; Robert 153; Reed 94; Cushing 151; Fox 116; Hollister 43.

565. When does an amendment to constitution or by-laws become the main motion?

When amendments are to be made to a constitution, etc.,

previously adopted and in operation these amendments are to be considered and treated as main, or independent motions and as such are subject to primary and secondary amendment.

References—Reception and Adoption of Reports. Robert 85, 88; Reed 64; Cushing 154; Shattuck 209, 213; Hollister 73; Fox 47.

566. What is the place of a committee report in the order of business.

Standing committees usually report just after the reading of the minutes, special come next. Robert 137.

567. If not made at the usual time when may it be made?

When ready the chairman obtains the floor and says, "Madam President, the committee on is ready to report." This may be done at any time when no other business has the floor. The chair then asks: "Shall the report of this committee be now received?" or "The committee on," or "to which was referred, is ready to report, if there is no objection the report will be now received." If a time is set the report should be ready or sufficient reason given. Shattuck 208, 212; Robert 84; Fox 45; Cushing 150.

568. What is the relation of the committee to the report after it has been received?

After the reception of a full report the work of a temporary committee is done and the committee ceases to exist. A standing committee "stands" but has no further control of the particular matter reported. It may be again referred to this committee, however. In debate on the subject the committee members usually have preference because of their better acquaintance with it. Reed 66; Cushing 152; Robert 83.

569. When is a motion in order to discharge a committee?

When it is found to be not needed, or has failed to perform its duties or when it has made a partial report and asks to be discharged, or the assembly does not wish the work to go further or to continue under that committee.

570. When a report is presented what does it become?

The basis of action, that is, the course of action recommended by the committee becomes in fact a new, independent, main proposition and is then to be treated like any other question.

571. How are amendments to be acted on?

Just as in case of an ordinary motion except that the amendments proposed by the committee take precedence of the others.

572. Should a preamble be voted on?

Should be read first and voted on last because amendments to the body of the report may necessitate change in the preamble, the preamble being merely the preface or introduction, in which the motive for action is embodied. If the resolution is not adopted no vote on the preamble is needed.

Form of Resolutions.

The Preamble and Resolutions are stated in separate paragraphs. The Preamble begins with "Whereas" and each resolution with "Be it Resolved, That" The following may serve as an example:

"Whereas, There is a pressing need for a larger and more modern High School in our City and we believe that a majority of our citizens are in favor of a bond Issue for the building and equipment of such a school,

"Be it Resolved, That we, the members of the Mann School Improvement Association, urge our City Commissioners to call an election for the purpose of," etc.

573. If a committee recommends the rejection of a measure how is the matter put to a vote?

As follows:—"The question is on the adoption of the resolution, the report of the committee to the contrary notwithstanding." This is because all questions are put to vote in the affirmative form; "All in favor of" etc.

574. Can members of a committee be compelled to absent themselves from part of a meeting of the body in order to hold a committee meeting?

No, they may be requested to withdraw and consider a question but are not obliged to comply because this would deprive them of the right to take part in all the proceedings. Such a committee meeting might be used to prevent certain members being present when certain measures were passed upon. Fox 43.

575. How may communications from persons who are not members or from other organizations be treated?

They may or may not be received, as the members decide. The presiding officer should be made acquainted beforehand with the purport of the communication and if not relevant to the objects of the society it may be ruled out of order or the member having it in charge may be permitted to state briefly its character and intent. The society will then decide whether it shall be received or not. Fox 83.

576. What is an ex-officio member of a committee?

One who is a member by virtue of some office. If the office is under the control of the body then there is no distinction between the ex-officio member and the other members of the committee. A president of an organization is not an ex-officio member of any committee unless appointed by the body or made so by special rule. If the ex-officio member's office is not under the control of the body he has all the privileges but none of the obligations of membership, as were the governor of a state is ex-officio member of some board of trustees or managers. Robert 79 (note.)

577. How should a report from a conference committee be made?

In writing, signed by all who agree with the report. Must be first submitted to the body that requested the conference, then to the other. Cannot be amended, but may be rejected with a request for another conference. Hollister 73 (c).

578. What is the character of a Board of Directors or an Executive Committee?

Either is virtually a standing committee but the members are usually elected just as officers are. The report of such a body is generally the first under the head of Reports of Standing Committees. Unless empowered by the organization to act for the body in the interim of widely separated meetings such a body is governed by the same rules as a standing committee and has no inherent powers other than those delegated to it by the constitution and by-laws of the organization creating it. Fox 38; Robert 137; Hollister 70.

579. When an annual report from a Board of Managers or an Executive Committee is amended by the society upon presentation what care should be taken?

To indicate by marginal or foot notes what parts of the report the board is responsible for. Robert 89 (note).

580. Can a committee appoint sub committees?

Any committee except a Committee of the Whole can appoint a sub committee and place certain parts of the whole work in its hands, this sub committee would, of course, report to the chairman of the main committee who would incorporate the result of the "findings" of the sub committee in the report to the assembly. Robert 83.

581. Does ex-officio membership on a committee carry with it the right to vote, and is this right ever denied to the ex-officio member?

Unless it is expressly stated, which is sometimes done, that the ex-officio member is not to have the voting privilege the right goes with the membership. Fox 40.

582. How should the work of Standing Committees be performed?

The work of committees in charge of specific subjects or objects "should be consecutive and cumulative for that one purpose until results are actually attained." No part done, whether for information or for action should need to be done again and all reports, documents, etc., tending to show the past, present and probable future status of the enterprise should be preserved intact and handed over to the incoming chairman by the retiring chairman or by the secretary of the organization in order that the successive membership may begin at the point where their predecessors left off and may proceed to push the work forward from that point. In this way only can substantial progress be made.

583. Should anything that has taken place in a committee meeting be alluded to in the assembly?

No; unless by general consent or by a formal report containing the facts, of disorderly conduct, etc., as it may have occurred. Paul 57.

Committee functions as defined for insertion in By-Laws.

Art. IV.

Sec. 1. In addition to the Executive Committee there shall be four standing committees, each consisting of three members: Membership, Finance, Press and Program.

Sec. 2. The Membership Committee shall investigate the qualification of all applicants for membership and report to the Executive Committee (or club).

Sec. 3. The Finance Committee shall devise ways and means for raising money to carry on the work of the club and shall examine and pass upon all claims and accounts before payment and report to the Executive Committee.

Sec. 4. The Press Committee shall have control of all printing, advertisements and publications of the workings of the club and it shall be its further duty to see that the members of the club and the public are kept fully advised as to the operations and benefits of the club and report to the Executive Committee.

Sec. 5. The Program Committee shall prepare a program covering all the meetings of the club for the ensuing year including both literary and social meetings.

Report of a Standing Committee.

Madam President and Members of the Woman's Progressive Circle: Your Committee on Inspection of Public Entertainments begs leave to report that all houses of public entertainment were visited during the month of December. Nothing was found to condemn except in one instance and, as this is not the first time that occasion for complaint has been given by this same theatre, the committee recommends that the Circle make formal complaint to the Mayor of the character and quality of the entertainment offered during the month of December by the Elite Theatre, to the end that improvement may be effected or the theatre closed.

Respectfully submitted,

(Names of the five members follow, chairman either first or last, date, etc., follow.)

Report of a Special Committee.

Mrs. Chairman and Members of the Bayside Literary Club: Your committee appointed to ascertain the cost of a course of three lectures on the History of Education by Professor Addison, instructor in the Moundville College for Boys begs leave to report that the cost of the lectures will be forty-five dollars (\$45), railroad fare six dollars and seventy-five cents (\$6.75), making a total of fifty-one dollars and seventy-five cents (\$51.75). The only dates available are Jan. 15, Feb. 2 and 27.

Respectfully submitted.

References—The Committee and Its Report. Robert 64, 79 to 93, 144, 170; Reed 53, 177, 189; Cushing 138, 161, 53; Shattuck 10, Chapt. XVII. 203; Hollister 68; Fox Chapt. IV. 36.

Committee of the Whole.

584. What is meant by the motion "to Go into a Committee of the Whole?"

This means that the desire is for the whole assembly to resolve itself into a mere committee in order that it may avail itself of the freedom of committee procedure and discuss some subject in an informal, committee like manner. If carried, the presiding officer calls some other member to the chair and takes her place on the floor; the new chairman calls to order, the regular secretary acts as secretary for the committee and business proceeds as in other committees. At the conclusion of the informal consideration, or at any time, the committee of the whole may rise, on motion, and report. If the motion to "rise" prevails the presiding officer resumes the chair and the chairman of the committee presents a report as in any other committee. One advantage of the committee of the whole is that motions made and votes taken in it are not recorded. Mrs. Fox says this is the best way, to consider a series of resolutions or revision of the constitution and by-laws.

585. What is the standing of the motion "to go into Committee of the Whole?"

It is really a motion to commit and is subject to the same rules.

586. What is the form?

"Madam President, I move that the assembly do now resolve itself into a Committee of the Whole, to take under consideration the question that a sufficient sum be appropriated from our treasury to purchase the new edition of the Encyclopaedia Britannica for our public High School."

587. Where is this motion of most service?

In legislative and other large deliberative bodies; it is not needed in small societies.

588. What are the only motions in order in "Committee of the Whole?"

To amend, to adopt, and to rise and report.

589. What is the only way in which debate can be limited or closed in this committee?

For the assembly to adopt regulations beforehand.

590. Should any record be kept of the committee proceedings?

A memorandum for the use of the committee only. When the formal report is made any action taken on it by the assembly is recorded as in case of any other report.

591. What is the quorum of this committee?

The same as that of the assembly. "No quorum," should be reported and the committee adjourned.

592. If the committee becomes too disorderly to be controlled by the chairman what can be done?

The presiding officer resumes the chair and declares the committee dissolved.

593. What opportunity does Committee of the Whole give the presiding officer?

The opportunity to take part in the debate and proceedings on the same footing as any other member. Cushing 159.

594. Are sub committees allowable in Committee of the Whole?

No.

595. When the committee has concluded its deliberations instead of a motion to Adjourn what motion is in order?

The term "Rise" is used in committee instead of Adjourn. "I move that the committee rise and report," etc., is the motion made when the business is completed.

References—Committee of the Whole. Robert 93; Reed 67; Cushing 155; Shattuck 195, 204; Hollister 70; Fox 51.

Informal Consideration.

596. How does a motion for Informal Consideration differ in effect from a motion to go into Committee of the Whole?

If adopted the effect is practically the same because in each case the subject under consideration is discussed by the whole body with the freedom from formality of committee procedure.

597. How does the method of procedure differ from that in Committee of the Whole?

Under the motion for Informal Consideration the presiding officer of the assembly does not leave the chair as

in Committee of the Whole but continues to preside and when the question is in satisfactory shape for formal action announces, without any motion, that "the assembly acting informally (or as if in committee of the whole) is ready to report for formal action," and proceeds to make the report. The question is then to be treated as any ordinary committee report. As in Committee of the Whole the secretary does not record motions made but makes memoranda for temporary use.

598. What is entered in the minutes?

Only the report as made by the chair, this being part of the regular formal proceedings.

599. What is the form for this motion?

"I move that we proceed to consider this question informally," or "I move to consider the question now pending as if in committee of the whole."

600. What motions are in use under Informal Consideration?

Only the motions to amend and adopt, the other motion used by committees is not in order under this motion because this is not a committee and does not therefore "rise and report."

601. What is the effect, in Committee of the Whole and under the motion for Informal Consideration, of other motions if adopted?

Such motions as to Adjourn, the Previous Question, to Commit, etc., put an end to the Informal Consideration. The motion to Commit, for example, if adopted would immediately place the question under consideration in the hands of an ordinary committee.

602. What is the standing of the motion for Informal Consideration?

It ranks with the motion to Commit.

603. Can any final action be taken under this motion?

No, the assembly must act "formally" afterwards.

References—Informal Consideration. Robert 96; Fox 69; Hollister 71.

LESSON IX:

Organization; A Temporary or Mass Meeting; Double Organization; A Convention of Delegates; A Permanent Society.

Where annual election ends tyranny begins."—Jefferson.

"Laws and institutions must go hand in hand with the progress of the human mind."—Jefferson.

604. What is the object of Organization and what the necessity for proper organization?

The object of organization is to enable any number of persons to express opinions, in regard to such subjects, and to perform such acts, as they may agree upon collectively, in a dignified, effective and authentic manner. To do this, they must inspire respect by being properly constituted and organized.

605. What are the powers and privileges of an assembly?

Every organization is, to a certain extent, a law unto itself and may make its own special rules. In the absence of such special rules it is subject to the general law. No society should incur just censure by adopting any rule conflicting with sound usage or principles. Shattuck X., XI.; Robert 20, 21 (note); Reed 49.

606. Speaking generally, how many kinds of assemblies are there?

Three: Legal, (constituted or ordered by law); Constituent, (authorized by competent authority without special warrant of law, although under its sanction); and Voluntary, (called together by those interested). These may be temporary or permanent and may require simple or double organization.

607. Give examples of the three kinds.

Constitutional conventions, legislatures and municipal councils, commissions, etc., are examples of legal assemblies, the members of which are appointed or elected by provision of law; political conventions to make nominations and conventions of incorporated associations are examples of the second, or constituent sort, while political meetings or mass

meetings of citizens to consider matters of general interest or to protest against some existing condition or meetings calling together all those interested in some special purpose, civic, religious, scientific or charitable, etc., are examples of voluntary societies, or assemblies.

608. Will the same form of organization suit all kinds?

No, the general character is the same but the form must be adapted to the needs of the individual assembly. In permanent organizations this is done by the adoption of a suitable form of constitution, by-laws, special rules, etc.

609. What kind require Credentials?

The kind whose membership is made up of delegates, or representatives from branch associations or from other independent organizations.

610. What and why are Credentials and a Credential Committee?

Credentials are certificates of proper appointment, provided by the body sending delegates to a convention and the credential committee is a committee to examine these credential certificates and pass upon their genuineness.

611. What necessity are legal organizations under?

Their charters or constitutions must conform to certain laws and any rules or amendments to rules that they may adopt for their own government must not conflict with any higher authority. Fox 4.

612. What should the record of meetings of legal assemblies and stock companies always show?

What persons were present. Meetings of such organizations can only be called by one legally qualified. Fox 29; Hollister 21 (a).

613. How are voluntary meetings called?

Such meetings may be in response to a call to the general public in the newspapers, or by written, printed or even verbal invitations. The names of the one or more persons issuing the call should be signed to it, or made known. The purpose of the meeting is also stated briefly, in order to insure the attendance of those interested.

614. If the meeting is held at a private house has the hostess any special privileges?

No, and she ought not to preside or call the meeting to order or be conspicuous in any way. Shattuck 3.

A Temporary, or Mass Meeting.

615. What is a Mass Meeting?

It is one that is called together for a single purpose, the intention being to have only the one meeting. The term is correct even if the attendance is small. The term does not apply to the meetings of an organized society. Fox 128.

616. Is it usual to allow ten or fifteen minutes for assembling?

Yes, especially in mass meetings and meetings for organization.

617. What is the first step in organizing a temporary or mass meeting?

To call the meeting to order and elect a presiding officer. Robert 139.

618. Who calls the meeting to order and how?

Any one may call it to order but usually one of those who issued the call does so, by previous arrangement and in the following manner:—rising and stepping forward, strikes table with gavel and says, “The time having arrived for opening this meeting the meeting will please come to order. I move that Mrs. A. act as chairman of this meeting,” or “I nominate Mrs. A. for chairman,” etc., or “Will some one please nominate a chairman,” etc. In a meeting of this sort some person acquainted with and friendly to the object of the meeting and known to be a good presiding officer is usually asked beforehand if she will serve, if nominated, and is then nominated by the person who calls the meeting to order. In this case nominations from the floor are not called for but they may, of course, be offered. If nominations are called for or made and there are several names to be acted upon they are voted on in the order nominated, as in filling blanks. The election is viva voce and if there is only one candidate is sometimes by acclamation. (See Question 341, Lesson VIII.) Robert 138; Reed 203; Cushing 10; Shattuck 5.

619. What general principle of decision is acted upon in taking the first step towards organizing?

The rule of the majority.

620. If a motion making any certain person chairman is lost what is done?

Nominations are called for and voted on until a chairman is elected.

621. What is the next step in organizing this meeting?

Chairman takes chair and calls for nominations for secretary as follows: "The first business in order is the election of a secretary, nominations are in order," or "called for."

622. Strictly speaking how many officers are necessary for proper parliamentary organization?

Only these two: A Presiding and a Recording officer. Robert 141; Reed 45; Cushing 25.

623. How does the process of organizing a temporary meeting sometimes vary?

Sometimes a member nominates a chairman and no vote is taken, the assembly signifying their approval by acclamation. In large meetings the presiding officer is sometimes escorted to his seat by the person nominating him, and one other, whereupon he makes a short speech of acceptance thanking the body for the honor conferred upon him. Robert 140 (note).

624. After a chairman and a secretary are provided what next?

The next step is to state the object of the meeting. If the general public was invited and the meeting is large, and was called for some one special purpose, the object is usually embodied in a series of resolutions, prepared beforehand, and ready to present for debate and action. If the call for the meeting was published or sent out in the form of written or printed invitations the chairman would request the secretary to read the call and immediately afterwards it would be in order to move the adoption of the resolutions. If the meeting is small and can therefore be somewhat informal, the object is usually stated by the chair or by some one upon whom he calls as being well acquainted with it, after which, all present are asked to express themselves freely in informal debate. It is a good plan for the chairman, after the purpose of such a meeting is stated, to call on a reasonable number of those present, who are best fitted for it, to express their views informally, allowing, with the consent of the assembly, from three to ten minutes to each speaker according to the amount of time available. It is

still better to ask certain persons beforehand, if possible, to present their views without waiting to be called on at the time.

625. What should be the result of the Informal Discussion?

Informal discussion should crystallize into a Motion in regard to Carrying out the Object.

626. Who should attend to this and how?

It is the duty of the chair to see that the object for which the meeting is called receives fair and thorough discussion and that the will of the majority is carried out.

627. If it is preferred to have the object of the meeting put into shape by a committee what is the process?

Some one moves "that a committee be appointed to draft resolutions expressive of the sense of this meeting on . . ." stating object of meeting. If this motion carries, the chair asks: "Of how many shall this committee consist?" and when this is decided asks further: "How shall it be appointed?" (See Committees.)

628. When the chair asks how the committee shall be appointed what is usually done? What is best in mass meetings?

This is usually decided without the formality of a vote. The committee may be appointed by the chair or nominated by the chair or by members (each member may name one committee member) and elected by viva voce vote. It is best in mass meetings to have the chair appoint. Robert 143.

629. What should the committee do?

Retire and agree upon a report which should be written in the form of resolutions ready for action by the body. On an occasion like this the committee sits during the progress of the meeting because it is practically "so ordered" by circumstances. Robert 144.

630. Can anything be done by the meeting during the absence of the committee?

Can take up other business or listen to speeches or take a recess.

631. What should the chair do upon the return of the committee?

Ask if it is ready to report and announce that the committee on will now be heard.

632. What should the chairman of the committee do if the presiding officer fails to ask for the report?

Should obtain the floor at the first opportunity and say: "Madam Chairman, the committee appointed to is prepared to report."

633. What is done with the committee report?

It is read by the chairman of the committee who then moves: "that the report be adopted." (See Questions 558-564, Lesson VIII.)

634. When the business for which the meeting was called is finished what is in order?

A motion to adjourn.

635. If more time is required for consideration before acting on the resolutions what may be done?

The motion "that a committee be appointed to draft resolutions expressive of the sense of this meeting on" etc., may add, "that the committee report at an adjourned meeting to be held on" (naming a day, hour, etc.)

636. Is the organization above described simple or double?

Simple, because only one set of officers is elected. These are not quite the same as "pro tempore" officers, nor yet just the same as what is generally understood as "permanent" officers. They are permanent for this meeting, but the meeting itself is temporary.

637. What is double organization and what kind of assemblies require it?

Double Organization is temporary followed by permanent and occurs in two forms, the convention form and what may be called the development form. In the convention form both the temporary and the permanent organizing take place in the same meeting, and are needed by assemblies composed of members who have credentials and whose right to represent might be questioned. The temporary organization is preliminary in order to ascertain the legal membership, the second, or permanent, organization being made by the accredited delegates for the purpose of conducting the business entrusted to their care. A mass, or temporary meeting sometimes results in double organization, namely, temporary followed by permanent, by natural process of development.

638. If a meeting which was intended to be merely temporary results in a feeling that a permanent organization should ensue or if a meeting is called as a preliminary step looking towards permanent organization, how may the permanent organization be effected?

By making permanent officers of the officers serving for the meeting, or by electing others and adopting a plan for regular work (constitution, etc.) Both these actions to follow upon a motion: "that a permanent association be organized for (stating purpose) with the members of this meeting as members of the permanent body," adding anything else needed. This is an illustration of the "development form."

639. How may the temporary organization be most expeditiously made permanent?

By the adoption of the simple motion "that the temporary organization be declared permanent." This, of course, should not be done unless it is reasonably certain that the temporary officers will be acceptable to all as permanent officers.

DOUBLE ORGANIZATION.

Temporary followed by Permanent, Convention Form.

640. When persons present at a meeting are delegates, representing chapters, lodges, clubs, etc., what is necessary before business can be transacted?

It is necessary to act upon the report of the credential committee, as only those reported to have proper credentials are entitled to vote. The credential committee may give badges or certificates of approval to those who "pass" and these then become the voting body. Robert 147; Reed 31; Hollister 22; Fox 124.

641. By whom is the report of the credential committee accepted?

By the voting body created by the committee's report.

642. What may the committee report besides those having proper credentials?

It may report doubtful or contested cases, with recommendations for the assembly to pass upon, or to refer to a special committee.

643. What care should be taken in appointing committees or electing to office?

That no one is selected for service even in the temporary organization whose credentials will be questioned.

644. When may persons be debarred from delegated assemblies?

If their societies have failed to pay their dues or to furnish them with credentials. Hollister 22 (f).

645. What is the proper course of conduct for a delegate whose credentials are questioned?

The delegate is entitled to be heard on the question and should then withdraw until it is decided. Cushing 13.

646. What may be done if there is need of an exact vote?

A member may ask for a role call of clubs, etc., when each director, or chairman of a delegation, is to rise as the roll is called and announce the full number of votes to which her delegation is entitled.

647. What right has an organization over dependent bodies which it has created?

Any chapter, club or lodge, in fact any organization having the right to organize dependent bodies, possesses the inherent right to dissolve such bodies for just cause, full opportunity for a hearing having been granted.

648. When only a committee of some sort holds over from one convention to another, as in many national and state organizations, political and religious bodies such as hold only one meeting every one or two or even three years, who issues the call for the next convention, how is the convention organized and when is it ready for work?

The chairman of the committee issues the call and effects the first, or temporary, organization by calling to order and proceeding to the election of the necessary pro tem officers. This is followed by the appointment of a committee on credentials, if one has not already been provided. The reception and acceptance of their report ensures. Usually the appointment of a committee to nominate permanent officers comes next and this goes through the customary processes until the election of permanent officers results. These take their places, the temporary chairman calling the permanent to the chair; the meeting being now properly

organized is ready for work. In organizations of this kind the permanent officers hold office only during this convention, which lasts from a few days to one or more weeks as the case may be, and the same process is gone through at the next convention—an executive, or other, committee holding over as before.

649. When is it best to elect officers by ballot?

Whenever there is any competition for office. The constitution of permanent bodies usually provides that the officers shall be elected by ballot. Robert 148 (note).

650. If a presiding officer is nominated for some position how should the nomination be treated?

The chairman should put her own name to vote just as the others are, speaking of herself impersonally as "Mrs. Clark." If the names are to be balloted on she should include her own name with the others as follows: "Mrs. Allen, Mrs. Jones and Mrs. Clark, are the candidates."

651. When regular officers hold over, as in federations of clubs certain state and national associations, etc., what is the method of getting a convention in proper shape for business?

The presiding officer calls the convention to order and presides throughout but no important business is done until the report of the credential committee is acted on. This committee is usually appointed beforehand and if the by-laws do not provide for its appointment the managing board should appoint. Blank credentials should be sent out to be filled and presented in person. After the report of the credential committee is accepted the presiding officer declares the convention open for business. A program, usually prepared beforehand by a program committee, is taken up as the order of business and followed as closely as possible. The printed program should be formally presented by the committee and adopted, with or without amendment, but it need not be read.

652. Can any person's right to a seat be challenged during the existence of a temporary organization?

No.

653. What are the usual opening formalities of a convention?

Usually an Address of Welcome and a Response, the President's Address, sometimes an address from some invited

speaker; anything of a ceremonious, interesting or instructive character which does not require action and is not business. All of these take place before the credential committee has reported and serve the double purpose of giving the delegates time to present their credentials and for the committee to prepare its report.

Form for Credentials.

Name of Place and Date

.....

This is to certify that the Bearer (Name of Delegate) is a delegate from (Name of Club) to the 11th annual convention of the (Name of State) Federation of Womens' Clubs.

.....President.

.....Secretary.

Approved (Name of) Chairman Credentials Committee.

Organization of a Permanent Society.

654. What precaution should be taken in forming a permanent association, club, lodge, etc.?

That only suitable persons are invited to the initial meeting.

655. Is a meeting whose ultimate object is to organize a permanent society conducted like one whose object is only temporary?

Up to a certain point the proceedings are the same, namely: (1.) Meeting called to order. (2.) Nomination and election of pro tem officers. (3.) Object of meeting stated and debated. (4.) Discussion, followed by motion to take action of some sort.

656. In this case what is the proper motion?

A motion: "To organize a permanent association whose object shall be" (stating object.)

657. What is required and should come next in organizing a permanent society?

Appointment of committee on constitution and by-laws. Robert 151; Shattuck 14; Hollister 23.

658. What next?

Appointment of committee on nominations for permanent officers. Then, if ready for such action, the constitution and by-laws may be adopted and the permanent officers may be elected at this meeting, but usually it is best to take more time to consider the plan of work, permanent officers, etc.

659. When the chair asks how shall the committee be appointed should calls of "By the chair," or "From the Floor," be regarded?

Such calls are not a regular motion and need not be regarded but like the call of "Question, Question" may be allowed by general consent and considered to be motions.

660. What, then, is the essential difference in organizing a temporary meeting and a permanent society?

The permanent adopts a constitution setting forth a definite object and a plan for carrying it out, elects officers to serve for a stated term, or session, and provides a regular time and place of meeting. The time and place for the next meeting should be fixed before adjournment.

Second Meeting of a Permanent Society.

661. If permanent officers were not elected at the first meeting who serves at the second?

The officers of the previous meeting serve until the permanent are elected.

662. After the call to order what comes next?

Reading of the minutes of first meeting. These are corrected if necessary and then approved by the whole body.

663. What is next in order?

Report of committee on constitution and by-laws, and adoption of constitution. (See Question 564, Lesson VIII.)

664. Who are the only ones privileged to take part in the meeting after the constitution is adopted?

Only those who are eligible to membership under its provisions.

665. Is each member entitled to a copy of the constitution and by-laws?

Yes, copies should be printed and furnished to every member.

666. After the adoption of a constitution and by-laws what follows?

The signing of the constitution by those who wish to become members of the permanent organization, also the payment of dues. A recess may be taken for this purpose.

667. What are these members called?

Charter members.

668. If the society be auxiliary to some other what is done about a constitution?

That of the parent society, or one provided by it, is adopted, such by-laws, special rules, etc., as seem best suited to the local organization being adopted in addition. These, of course, must not conflict with the constitution.

669. What comes next? Is the combination of constitution and by-laws necessary ?

Adoption of the by-laws, if ready. These are treated seriatim also but are not signed when adopted. The combination is customary but not obligatory; some societies operate under either, alone.

670. What important step is now in order?

The election of permanent officers if this was not done at the first meeting.

671. When do the permanent officers assume their official duties and positions?

As soon as elected unless some other time is specified. It is customary, in many societies, for the presiding officer in charge of a meeting for election of officers to continue to preside until the close of the meeting, so that the new officers, although they become the officers as soon as elected, do not assume their duties and positions until the close of the meeting at which they are elected, at which time they are often "installed."

672. What is meant by the installation of officers and is it a necessary part of the proceedings?

It is not necessary, but in large organizations the "seating" of the officers is frequently made under special rules quite a complimentary and imposing ceremony, speeches of introduction and acceptance being made and the officers

being escorted to the platform by the retiring officers with much state, elaboration, etc.

673. When is organization complete?

After the adoption of a constitution and the election of permanent officers. Robert 155.

674. What is an incorporated society?

One that has adopted articles of association in compliance with the conditions of a state law which makes provision for the incorporation of such a society. These articles take the place of a constitution and no amendments to them can conflict with state laws.

675. Under what circumstances should a society become incorporated?

If it expects to own property or to do business. A lawyer should be consulted in order that the constitution, or charter, may be made to conform to the laws of the state in which the association is located. Robert 155.

676. What advantage is there in incorporation?

Even a majority cannot disregard the regulations of the authority under which incorporated and this protects an association from any usurpation of power within its own body. An incorporated society may bring legal action in the name of the body. Fox 5; Paul 192.

677. If an association wishes a board of directors or managers what should be done?

The number of officers may be increased by adding one or more members. "These officers and members, etc., shall constitute a Board of Managers" should be added to the constitution together with an article defining their duties.

References—Organization and Meetings. Robert Article IX., 139-155; Reed Chapt. I., II. 16-35; Cushing Introduction 9-17; Shattuck Chapt. I., II., 3-12; Hollister Sections II., III., IV., 21, 25; Fox Chapter VIII., 121, 129.

DRILL.

Organization: Practice organizing a Temporary or Mass Meeting. Questions 615-636. Call to Order. Nominate and

elect chairman (have a number of names in nomination). Chairman takes seat and calls for nominations for secretary. Secretary elected. Object of meeting stated. Informal discussion. Motion relating to carrying out object, etc.

Organization: Practice organizing a Convention where the first form is temporary followed by permanent:

I. Convention called to order by chairman of executive board, or other authorized person who may be a chairman appointed by the local committee on arrangements. II. Election by convention of temporary secretary. III. Appointment of credentials committee. IV. Chairman of credentials committee calls for credentials of delegates. V. Recess, pending the action of the credentials committee. The time may be used for informal talks or addresses. VI. Report of credentials committee. VII. Roll Call. VIII. Election of permanent officers. IX. Installation of Officers, etc. There follows the business of the convention.

LESSON X.

Organization Continued; Regular or Ordinary Meetings of a permanent Society; Quorum; Order of Business, Minutes; Constitution and By-Laws; Standing Rules; Rules of Order; Special Rules; Meeting, Session, etc.

“Every society has a right to fix the fundamental principles of its association.”—Jefferson.

678. What is the character of the meetings of a permanent society?

Meetings are either regular, special or annual or an adjournment of one of these. They are also frequently designated as business, literary, social, etc.

679. What action may be taken at a regular meeting?

Any action consistent with the purposes of a society and within its powers except upon such measures as are relegated by rule or program to the annual meeting or to certain specified meetings such as business, literary, social, etc.

680. What action may be taken at a special or called meeting?

No business can be transacted except that specified in the call; even the minutes of the preceding meeting cannot be approved if not mentioned in the call, unless the words, “and for the transaction of any other business that may be presented” are added. The call is first read and business is taken up in the order indicated in it. Fox 121; Hollister 12; Shattuck 48.

681. What matters are usually limited to the annual meeting?

Annual reports of officers and committees, election of officers, auditing of accounts, revision of the constitution and matters of like character.

682. What is an adjourned meeting?

An adjourned meeting is simply a continuation of either a regular, a special or an annual meeting, and any business which was in order at the meeting of which it is the continuation is in order at the adjourned meeting.

683. How are ordinary meeting of a permanent society subsequent to the first and second conducted?

Like the second except that a regular order of business being adopted the chairman proceeds to take up the items of business as prescribed therein, as, for example, after the reading of the minutes, the first item being "Reports of Standing Committees," the chair will say "The next order of business is "The Reports of Standing Committees. Have these committees any report to make?" etc.

684. When is business legally begun?

When the presiding officer calls the club to order, "The club will please come to order," the secretary begins at this point to make a record. Fox 17.

685. What is the legal title of a chairman pro tem?

A chairman pro tem is vested with the authority of the office and is addressed by the title of the presiding officer whatever that may be.

686. Who presides in the absence of the president and what is done if both president and vice-presidents are absent?

In the first case, the first on the list of vice-presidents presides; in the second case, the secretary or any member may call the meeting to order and ask for nominations for a temporary chairman. A secretary pro tem is elected in the same way if the regular secretary is absent.

687. When should a meeting be called to order?

Not until a quorum is ascertained to be present.

688. What is a quorum and of how many does it consist in the absence of any special rule?

The number necessary to be present for the legal transaction of business. It consists of a majority of all the members unless limited by special rule. Robert 135.

689. What is the object of the roll call and is it necessary to use it in every case?

Its object is to keep a record of attendance and to find a quorum. If the former is not essential to the society the latter may be found by counting. Often both purposes are served by having the secretary note those present.

690. Can members be sent for to make a quorum?

Yes, but they cannot be compelled to come, except in legislatures and other legal organizations.

691. How is the quorum fixed?

The quorum is fixed either by law, by usage or by vote in accordance with the character of the organization, that is, as to whether it is legal, constituent or voluntary.

692. In representative or financial bodies what is the quorum?

Always a majority, and cannot be changed by the vote of the body. City Councils, boards of directors, trustees, etc., are of this class. Reed 22.

693. What is necessary in permanent societies and what is expedient in regard to a quorum?

To adopt a much smaller number than a majority, often less than 1-20 of the membership. It is not expedient, or fair, however, to transact business of importance unless a reasonable number are present except where previous notice of the contemplated action has been given.

694. When there has once been a quorum, if the number is afterwards reduced below it is business continued?

If the absence of a quorum is noted, the chair must declare the meeting adjourned. If the question of "no quorum" is not raised however, the meeting may proceed but failure to note the absence of a quorum does not make the voting legal; therefore no business of any importance should be transacted because the vote could afterwards be declared illegal. Robert 136; Reed 26.

695. What governs the proceedings?

The Order of Business if one has been adopted.

696. What is the Order of Business, sometimes referred to as the "Table?"

Every association adopts a regular or settled form of program which serves as a guide for the consideration of such subjects as are to be taken up at its meetings. This is its Order of Business and by proceeding according to this program no time is wasted in debating what shall be next considered. There is no arbitrary form for an Order of Business, but the following is the simplest recognized parliamentary form: (1.) Call to Order. (2.) Minutes. (3.) Unfinished Business. (4.) New Business. (5.) Adjournment. All other forms are such modifications of this simple form as may be needed by any individual organization. Reed 193.

Suggested Outline for Order of Business for Regular Meetings of Ordinary Societies:

(1.) Call to Order. (2.) Minutes. (3.) Reports of Of-

ficers; President, Corresponding Secretary, Treasurer, etc. (4.) Reports of Standing Committees: Executive, Program, Membership, Finance, etc. (5.) Reports of Special Committees. (6.) Unfinished Business. (7.) New Business. (8.) Adjournment. If there is to be a Roll Call it should come just after the Call to Order; if there are any Special Orders they follow the Minutes. Announcements, Communications, etc., are frequently placed just after the minutes or after the Special Orders and if literary or social features are combined with the regular business they follow the business or sometimes are required to be take place at a specified hour. 697. Besides being a guide to the presiding officer and systemizing the work what is the value of a settled order of business?

It operates as a restraint upon individuals and committees, and also upon the assembly itself in regard to measures for which they may have a preference. Cushing 101.

698. If the literary or social features are fixed for a certain hour what becomes of the business that is not concluded when that time arrives?

It is by general consent postponed until the next meeting at which it would be proper to take it up, and it comes up then under the head of "Unfinished Business." The assembly may, however, vote to continue the business or to take up some special topic, but as this is by suspension of the rules a two-thirds vote is required.

Suggested Outline for Order of Business for Annual Meetings of an Ordinary Society.

1. Call to Order. 2. Reading and Approval of Minutes of last Meeting. 3. Annual Reports of Officers, including the Auditor. 4. Annual Address of President. 5. Miscellaneous Business. 6. Election of Officers. 7. Adjournment. Miscellaneous business allows for the introduction of any business not provided for up to that time.

An Outline suggested by Mrs. Paul (204):

1. Call to Order. 2. Minutes of last Meeting. 3. Appointment of Tellers. 4. Nomination and Election of Officers. 5. Reports of Officers. 6. Reports of Standing Committees. 7. Reports of Special Committees. 8. Report of Tellers. 9. Miscellaneous Business. 10. Adjournment.

Under number four, nominations are made and ballots cast for officers, the ballots are collected by the tellers and counted while the reports of the officers, etc., are made. This gives the tellers time to make up their report and avoids the tedium of waiting for the general membership.

699. What is necessary in order to take up business out of its regular order?

To suspend the rules, which requires a two-thirds vote. Robert 137.

700. What are the Minutes?

A record of what has been done by an organization, and not the report of the secretary.

701. When should the Minutes be read and approved, and how?

The last thing done before adjournment if meetings are far apart but if as near together as monthly should be read at the next meeting before any other business is transacted, and approved as soon as read. They are usually approved by the chair asking if there are any objections to them as read, and if no corrections are made they are declared approved. Robert 129, 152.

702. How are the minutes of annual conventions approved?

The usual method is to read and approve at each daily morning session the minutes of the sessions of the day before. The minutes of the sessions of the last day are approved just before adjournment, but if not done they may, by special rule, be approved by an executive committee, or, such part of them as has not been passed upon, may be distributed in duplicate form before the next convention and approved at that convention without being read. Fox 125.

703. When and how may amendments to the minutes (corrections) be made and when must a vote be taken on them?

Corrections may be made by the chairman or by members without motion or vote unless there is difference of opinion, in which case the amendments must be put to vote. Corrections may be made whenever an error is discovered, but are usually made immediately after the reading. Robert 152-129.

704. After minutes are adopted if an error is discovered is a motion to reconsider the vote on the minutes necessary before a correction can be made?

No, a simple motion to amend is sufficient no matter how much time has elapsed since the minutes were corrected or how often they were amended.

705. Could a correction render invalid any action that had already taken place?

No, because taken in good faith—under a misapprehension of the action of the society.

706. How may objectionable matter be removed from the minutes?

May be expunged, on motion. A line should be drawn around the words and “expunged by order of the society” written across. To expunge requires unanimous vote and is not to be commended. The record, if correct, should stand as made because it is the legal account of the actual proceedings. The motion to expunge and also the matter to be expunged may, however, be omitted from the records if the motion is agreed to before the record has been put in permanent form. Robert 71 (note); Fox 86.

707. Why is the motion “To Enter in the Minutes” made?

To ensure the insertion of an entire report or manuscript in the records. This motion cannot be amended. Fox 82.

708. Can amendments to the minutes be treated like other amendments?

Yes.

709. If amendments to the minutes are tabled do they carry the minutes to the table with them?

No.

710. What is a Constitution and why should it be made difficult to change it?

It is the fundamental, or organic, law of an association and so much a part of it that to change it radically would be to change the very nature of the organization itself. Robert 157; Hollister 23.

711. Whence is the organic law derived?

It is embodied in the constitution framed and adopted by a voluntary society, in the statutes creating a legal assembly or in the charter granted by the State to an incorporated body or by a parent organization to its branches.

712. What are By-Laws?

By-Laws are to a certain extent an appendix to the Constitution. They explain and elaborate in detail what is stated

simply, as fundamental, in that document. They should contain only such regulations in regard to carrying out the provisions of the constitution as are of too great importance to be changed without previous notice and only such details as are essential to a proper understanding of it.

713. What is a charter, or articles of association?

A formal instrument in which a state or city grants certain rights and privileges to a person or an association, corporation, institution, etc. It takes the place of the usual constitution and prevents members from being held individually liable for the debts of the corporation.

714. What are standing rules?

Resolutions of a permanent nature, which, although not in the constitution, by-laws or rules of order, are binding until modified or rescinded. They can be adopted by a majority vote at any meeting and changed, or dropped in the same way. They must not conflict with the superior laws in character or intent. Robert 158-159.

715. What are special rules?

Rules adapted to the needs of the society formulating them but not included in common parliamentary law. They may be, according to character, included in any division of the laws of the association creating them. Reed 49-52; Robert 20.

716. What are Rules of Order?

Properly speaking they are such rules as apply to the manner in which business shall be transacted in the meetings, the program, order of business, etc. Some societies include them in the by-laws, while others, especially such as need many rules, sometimes have them printed separately.

Model Outline of a Constitution, for Ordinary Societies.

Article 1. Name. Art. II. Object. Art. III. Membership: Classes (as Active, Associate, Honorary, etc.), Qualifications, Limit of (if any). Art. IV. Officers, (as President, Vice President, Secretaries, Treasurer, Auditor, etc.), and Directors (if any), number of, when elected and for what term of service (as One or Two years). Art. V. Committees; Classes (as Executive, Program, Membership, Finance, etc.), when elected and for what term of service (usually one year). Art. VI. Meetings; Classes (as Business, Social, Annual,

Special, etc.), Annual: when held and what for; Special: how called. Quorum, for each kind of meeting. Art. VII. Amendments to the Constitution: provisions for (as when they may be made, what vote, what notice, etc., shall be required).

By-Laws.

Art. I. Duties of Officers. Art. II. Duties and Privileges of Members. Art. III. Committees: how appointed, Duties of. Art. IV. Fiscal Year, Dues and Penalties. Art. V. Meetings: Order of Business at the different kinds, how conducted, time and place of, and any other details concerning. Art. VI. Elections: of Members, of Officers, how conducted. Art. VII. Amendments (to By-Laws). Art. VIII. Suspension of Rules, what rules may be suspended and how. Art. IV. Parliamentary Authority, (what manual shall be used and to what extent).

The provisions for amendment of both constitution and by-laws are often put into one clause in the by-laws, also everything about the terms of service, meetings and elections, privileges and duties of members, provisions in regard to visitors, etc., are included in the by-laws. The subjects to be included in either constitution or by-laws must be decided upon by each organization for itself, as the form, like that of the order of business, is elastic and should be adapted to the needs of each individual organization. It must always be remembered, however, that only those things that are fundamental are to be included in the constitution. Excellent models, in detail, for both constitutions and by-laws will be found in the manuals of Mrs. Shattuck (251), Mrs. Fox (7), and Mrs. Paul (197).

717. Can constitutions be suspended?

No, not even by unanimous consent. To suspend the constitution is to dissolve the organization. Fox 71; Paul 262; Lewis.

718. Can By-Laws be suspended?

Not unless they provide for their own suspension. A two-thirds vote and previous notice should be required. Robert 50 (note), 138 (note).

NOTE.

While Robert grants that both constitution and by-laws can be suspended by unanimous vote if they provide for their

own suspension, he says, however, that this should never be done except "in case of a particular by-law relating to the transaction of business, and then it should be specified."

719. When should changes in a constitution be made?

If meetings are frequent, should only be allowed at a quarterly, or even an annual meeting, notice being given at the previous quarterly meeting. The usual requirement is simply, previous notice and a two-thirds vote.

720. In giving previous notice must a specified time be observed between the notice and the action upon the amendment, such as thirty days, two weeks, etc.?

No specified time is required by the majority, apparently, but in practice notice is usually given at the meeting prior to the meeting at which action is to be taken. In case of a convention, or where meetings are annual only, written notice of any proposed change is frequently sent out beforehand. This is also the custom whenever it has not been convenient or expedient to give notice at a meeting. In every case the principle is the same and is:—that notice of any proposed change in a constitution or important rules should be given at such a time and in such a way that every member entitled to vote may become acquainted beforehand with the fact that certain changes are proposed and are to be acted upon at a specified time. This is in order that no one may be taken by surprise and that all interested may be present and cast their votes for or against, as is their right, and also in order that no single group or faction may take advantage of the membership as a whole. Whatever the rule, if the principle is observed the proceeding is parliamentary.

721. What is the difference between a meeting and a session?

A meeting covers only the time between an assembling and a temporary adjournment. A session may consist of one meeting or of many, as: "a session" of Congress, a club session or a session of a convention, etc. Each meeting of a session, except the opening one, is an adjourned meeting of the one preceding it but the session is not terminated except by what is practically an adjournment without day (*sine die*).

722. In common law is it sufficient to provide in the by-laws

for regular meeting days in order to define the session of an organization?

Unless a club, society, etc., has defined the limits of its session in one of three ways each one of its meetings, whether regular or special, is regarded in common law as terminating by an adjournment without day and, therefore, a separate session. Robert 131 (note), 134 (note).

723. What are the three parliamentary methods of defining the limits of a session?

(1). By a clause in the by-laws (special rule) as, for example, "The club session shall begin on the first Monday in October and close on the last Monday in May," or (2) By a direct vote, which is, of course, recorded in the minutes, or (3) By adopting a program of exercises covering several meetings, or consecutive days, as in a convention, or weeks, months, etc., in ordinary societies. In any one of these instances the adjournment at each meeting, except the final one, is in effect to a certain day (temporary) and does not close the session.

724. Why is it best to define the session in some one of these parliamentary methods?

Because the influence of certain motions is materially affected by the duration of the session, as for example, to Postpone Indefinitely, if carried, removes the question to which it is applied for that session; a principal motion or an amendment that has failed of reconsideration cannot be renewed in the same form during the session, etc.

725. In what other sense is the word session often used?

The word session is also applied to the daily meetings of a convention as, the morning, afternoon, evening sessions, but these are meetings, and not parliamentary sessions.

726. When is the motion, "to go into Executive Session" made?

When the assembly wishes all except members to withdraw in order that strictly private affairs may be acted upon. This motion cannot be debated or amended.

727. How far can one session interfere with another?

Not at all unless provided for in the constitution.

728. What memberships usually obtain in clubs?

Active, Associate and Honorary.

729. What are the functions of the different classes?

Active members form the working body, they pay dues and transact all the business, serve on all committees, etc. Associate members are exempt from active service and can neither vote nor hold office but may enjoy all the privileges of the society. They frequently are required to pay larger dues than the active members. Honorary members neither vote nor pay dues nor perform any active service but enjoy all the privileges. Honorary membership is usually only bestowed upon those who have given much of their time to active service as members or officers or who have performed some signal service and may, therefore, be said to have earned complimentary membership. Honorary membership is sometimes conferred on non-residents, and sometimes for life. The number that may be conferred during one session is limited and sometimes such membership is conferred for a term of one or more years and the number that a club may have at one time is limited.

730. How is membership in societies, clubs, etc., obtained?

In different ways, but usually by application. The clubs require application to be made by the person desiring the membership, others permit members to present the names of persons whom they wish to have associated with the club, others have names suggested, vote on them and invite those whose names are accepted to become members. Names are sometimes suggested by a membership committee or names of applicants are first submitted to such a committee and afterwards voted on by the club. The following is a common form for an application and may serve as a guide: "The undersigned, having read the Constitution and By-Laws of the Browning Literary Society, desires to become an active (or associate, etc.) member and promises if admitted to abide by the rules and to further, in every possible way, the objects of the society."

731. How are resignations treated?

A resignation is treated as a main motion. Its reading is its presentation and it is wrong for the chair to embarrass members by trying to get one of them to move "that it be

accepted." The chair should say, simply, "You have heard the resignation of Mrs. A., the question is on its acceptance," etc. Remarks may or may not be made as the members desire. The corresponding secretary may be instructed to write and express the regrets of the organization.

732. Must a resignation be put to vote at once?

No, it may be referred to a committee, or postponed, etc., just as any main motion may be. Often when a valued member sends in a resignation some one moves to postpone consideration until the member may be interviewed and induced to withdraw the resignation.

733. What is the custom in giving a "Vote of Thanks?"

A rising vote is customary and the negative side is never called for.

734. How are resolutions of sympathy offered and treated?

They are usually drafted by a committee appointed for the purpose and are treated as a report, except that it is customary to adopt them without amendment. They may be prepared and brought in by a member who may move their adoption after reading them. In either case if, by mistake, there should be anything inappropriate in them or any error as to facts, etc., they, like any other resolution, are subject to amendment. The last resolution usually reads as follows: "Be it resolved, That a copy of these resolutions be sent to (the family or others) and also be spread on the minutes of this meeting." Any preferred wording can of course be used.

735. What opening ceremonies are sometimes added to an Order of Business?

Devotional exercises, Invocations, etc.

736. What is required to disband any organization?

A two-thirds vote of all the members.

737. What must an Incorporated Body do when it disbands?

It must surrender its charter to the proper authorities and if it has property must apply to the proper court for an order authorizing the disposition of such property and the distribution of the proceeds among the parties in interest. If a member resigns from an incorporated institution all interests in its belongings are forfeited.

References—Meetings and Session. Robert 131-152; Fox 15, 121; Hollister 12, 13; Shattuck 31, 29, 48.

Order of Business: Robert 137; Cushing 101; Reed 193; Shattuck 33; Fox 15; Hollister 30.

Quorum: Robert 135; Reed 21; Cushing 20; Shattuck 34; Fox 118; Hollister 29.

Minutes: Robert 126, 162; Reed 44; Cushing 29; Hollister 31; Shattuck 44; Fox 158.

Rules, Etc.: Robert 50, 158, 188; Reed 49; Cushing 22; Shattuck x, 243; Fox 4; Hollister 21, 60.

Constitution, By-Laws: Robert 155; Shattuck 16, 251; Fox 6, 15; Hollister 23.

Organization: Practice organizing a Permanent Society. Hold second meeting of a permanent scioety. Call to order by temporary chairman. Minutes read by temporary secretary and approved. Report of committee on constitution and by-laws, constitution adopted, by-laws postponed, constitution signed by charter members. Election of permanent officers, etc.

LESSON XI.

Duties and Rights of Officers, of Members.

“Ignorance of the law excuses no man; Not all men know the law, but because 'tis an excuse every man will plead, and no man can tell how to refute him.—Selden.

738. Of how many officers has the common law prescribed the duties?

Only two, one to preside and one to record what is done, but the duties in general of other officers, a treasurer, for instance, as defined by custom and also by some of the best parliamentarians, may well be said to be parliamentary. Every organization has the power to create offices and to say what shall be the duties of persons filling them. Other duties may also be added to those prescribed by the common law or by custom.

739. What titles has a Presiding Officer?

Chairman, when no other is specified, President in nearly all voluntary societies, Speaker in the lower houses of all legislative bodies, Moderator in religious convocations, Regent in some patriotic societies and in such orders as the Masons, Knights of Pythias, etc., by titles peculiar to each. The prefix Mr. and Mrs. or Madam is always used unless some other, such as “Brother” Moderator, for example, is customary.

740. What are the qualifications and characteristics of a good presiding officer?

Good voice, good presence, executive ability, common sense, tact, consideration for others, self control, sincerity of purpose and impartiality.

741. What is a valuable asset in a chairman?

The ability to judge when to be a little lenient and let common consent decide, and when to insist upon a rigid enforcement of parliamentary rules.

742. What is the most important duty of a presiding officer?

To promote the objects of the organization; to discourage any interference with their fulfilment, and to prevent the projection into the meetings of anything irrelevant, or foreign to those purposes.

743. What are some of the most generally understood duties of a presiding officer?

To be regular and prompt in attendance; to open meetings at the proper time after ascertaining that there is a quorum present; to conduct the business of the organization in accordance with its order of business and rules of order; to preserve order; decide points of order; to protect individual members and minorities in their rights; to state and put to vote all questions introduced by members, and declare the result; to give all necessary information concerning parliamentary law and its effect upon the proposed questions; to promote the object of the meetings and carry out the will of the majority. These are some of the most generally understood duties. For further details see Reed 36; Cushing 26, 32, 120, 161; Robert 120, 160; Shattuck 40; Fox 24; Hollister 25.

744. Under what circumstances must the chairman rise while speaking and when may she remain seated?

When putting a question to vote; when declaring the result of a vote, and when speaking upon a question of order or an appeal she should stand; in all other cases she may sit. In small bodies the formality of rising, either by chairman or members is frequently not observed. Robert 160.

745. What are the rights of the presiding officer?

When a member of the body, may vote in elections and whenever the vote is by ballot, or by yeas and nays; may vote to break a tie and carry a measure, or to make a tie and defeat one; when a two-thirds vote is required may vote with the minority to defeat a question; may require motions to be made in writing and may refuse to entertain those that are out of order or such as are made with the obvious purpose of delaying or obstructing business, and if sustained by a large majority on the first appeal need not even allow the factious members to appeal again. May decide which of two or more members who rise at the same time to speak is entitled to the floor. May call up regular, or routine business without waiting for motions; may declare routine business "approved" without the formality of a vote, if no objection is made; may declare a meeting adjourned if there is no quorum, or the proper time has arrived or the meeting is too disorderly to be controlled; may call a member to the chair and take

part in debate, but should do this rarely, and ordinarily should not resume the chair until the question has been put to vote. Robert 112, 121, 124; Reed 40; Shattuck 42, 77.

746. What are the rights of the office in debate?

The right to debate or to address the assembly or to read a paper is not lost but should be seldom exercised because an impartial, judicial attitude is necessary in a presiding officer who is, therefore, as Cushing says, "only allowed to state matters of fact within his knowledge; to inform the assembly on points of order or the course of the proceedings when called upon to do so or when necessary; and, upon appeals from his decision on questions of order, to address the assembly in debate. The chairman must leave the chair and be temporarily divested of office in order to take any part in debate. Cushing 108; Robert 123 (notes); Reed 40, 41; Fox 25.

747. Is the chairman permitted to make or to second motions?

Cannot make or second motions even in societies where seconding is the rule, without leaving the chair, and, as in debate, should do this rarely. If the chairman is very anxious to have a measure proposed some member can always be found who will introduce it.

748. If it is necessary for the chairman to vacate the chair what must she do?

Call a vice president to the chair (the highest in rank present), or, in the absence of the vice presidents, any member. Robert 122 (note).

749. How should the chairman speak of herself?

Always as "the chair":—"The chair rules," or "the chair decides," so and so, except when mentioning something done outside the meeting in an official capacity, **when she** may say: "Your president," etc.

750. What opportunity is offered the presiding officer under the head of "Communications from the President" in the Order of Business?

The opportunity to present in writing her views, desires and reasons for any action taken in an emergency. The communication should be read standing. Fox 18.

751. May a member be called to the chair?

If no vice presidents are present the presiding officer may name a member to take her place until adjournment of the meeting (but not longer) if it becomes necessary to vacate the chair. Robert 122.

752. How should the person occupying the chair while the president vacates it temporarily be addressed?

As Madam, or Mrs. Chairman, and not by the title of the presiding officer. Such chairman is not vested with authority as is a chairman elected to serve pro tem. Lewis.

753. If a presiding officer is obliged to be absent from a meeting, can she appoint a chairman in advance of the meeting?

No. Robert 122.

754. What courtesy should be shown the vice president?

The president should sometimes ask the vice president to preside and may well stay away from a meeting now and then, notifying the vice president beforehand of the business likely to come up. This will give the second in command a little useful practice and will keep her interested. Fox 28.

755. When officers are elected (at an annual meeting usually) is it necessary for the presiding officer to leave the chair while a successor is being elected?

Not necessary and not recommended.

756. When is it proper for the chair to vote?

When the vote is by ballot, and in all other cases where the vote would change the result, for instance:—when there is a tie, when her vote would make a tie, and when the yeas and nays are called. Should always vote last except when by ballot. Cannot vote by ballot after the tellers have commenced to count the votes, without permission from the body. Robert 112, 121 (also note); Shattuck 105.

757. When may the president call a meeting?

Only when authorized to do so by standing rule or direct vote. A rule in very general use is that the president may call special meetings at her discretion or when requested to do so by three (or five, etc.) members. This should be incorporated in the by-laws.

758. When a motion is made that refers to the chairman who should put it to vote?

The president should request the secretary or the maker of the motion to put it to vote.

NOTE.

This applies especially to motions in which there is praise or blame, or anything that is likely to embarrass the chair, and not to nomination for office.

759. Is the chair privileged to change the wording of a motion?

Strictly speaking, no, but if this can be done in such a manner as to improve the motion without in any way changing the meaning so that it remains acceptable to the maker of the motion it is not only permissible but desirable. To do this without giving offence requires intelligence and tact.

760. Before putting a question to vote what is the duty of their chair?

To give every reasonable opportunity for a full understanding of the matter.

761. How, especially, should the chair help inexperienced members?

When a motion is made which is not the correct one, instead of ruling it out of order, should tactfully substitute the right one, for instance, if it is moved "to lay on the table for thirty days" the motion may be put as a motion "to postpone" to that time, or if it were moved "that a proposition be rejected," the motion may be put as a motion "to postpone indefinitely." Instead of putting the correct motions herself the chair may suggest the correct ones to the mover, but the chair can frequently put the motions properly without attracting attention. Robert 124 (note).

762. Can the chair interrupt a speaker?

No, unless the speaker is out of order, or there is disorder in the assembly, or the Orders of the Day are due, or there is Objection to Consideration of the speaker's motion. Robert 27.

763. What is the duty of the chair in regard to debate?

To restrain the members within the rules of order; to call a speaker to order who is "off the motion." She should encourage inexperienced and timid members to debate, but should not call upon them by name, except in rare cases, as when some particular person is especially well informed on a subject, and should also endeavor to repress over zealous members who show a disposition to speak too often and too long. Robert 20; Shattuck 70, 73.

764. What is the right of the chair as to decisions on points of order?

If her ruling is questioned has precedence in debate on the appeal and may debate and give reasons for the ruling without leaving the chair. May allow remarks before giving the ruling, but is not obliged to and may stop them and give a decision at any time.

765. What is the duty of the chair in regard to committees?

Should not try to advise or manipulate them unless asked to assist. Is not a member of any, ex-officio, except by special rule.

766. What is the duty of the chair to elections when no method is prescribed?

To ask, "How shall the election be held?" (See Question 331, Lesson V.)

767. What has the chair the right to do if disorder prevails to such an extent as to block business?

May suspend business until order is restored and as a last resort may declare the assembly adjourned. Robert 120 (note).

768. What should the president sign?

Usually all contracts, warrants, checks and legal documents are signed or countersigned by the presiding officer, and all formal communications to any other organization or to non-members. If the minutes are to be published, both president and secretary should sign them. It is best for each society to state in its by-laws what the president must sign. Cushing 27; Reed 38; Fox 26; Robert 120.

769. Should a presiding officer ever act on her own initiative?

While a presiding officer should be careful not to overstep her authority, she should also have the courage of her convictions and in emergencies call meetings or do what seems necessary to be done, whether there is a rule for such action or not. If the society is convinced of her sincerity, integrity and devotion to the best interests of the organization she will have little difficulty in getting her actions ratified, especially if she admits frankly that it is possible that her judgment may be at fault. Such frankness coupled with an earnest desire to do the right thing is sure to disarm un-

kind criticism. Robert's "Hints to Inexperienced Chairmen," (160), is recommended for careful reading.

770. What is it customary for a vice president to do?

In the absence of the presiding officer all the duties of that office are to be performed by the highest in rank of the vice presidents. In case of the resignation or death of the president the vice president occupies the chair until a new president is elected. In some clubs it is the custom to make the vice president chairman of an important committee, such as the executive or prospectus, for example.

771. What is the Secretary variously called?

Secretary, usually, clerk, recorder, scribe, and many other and sometimes fanciful titles in various social, mystic, etc., societies.

772. What are some of the necessary qualifications of a secretary?

Should be a good reader, have a good voice, write well, be accurate, observant and attentive to duties.

773. Where should the secretary be placed?

Should be seated at desk or table near the presiding officer.

774. What are some of the duties of a secretary?

To send notices for meetings, when instructed by proper authority; to call the roll or note members present; to ascertain the presence of a quorum and to notify the chairman; to call meetings to order in the absence of higher officers and have a chairman pro tem. elected; to record at the time and afterwards write out in permanent form the proceedings of the society; to have on hand at each meeting, for the use of the chairman, a list of all committees and their membership and a record of unfinished, tabled or postponed matters and all such business as should come before the meeting, arranged in the order in which it should be taken up; to prepare and keep an accurate list of members; to read all papers and motions or resolutions when requested by the presiding officer or the assembly or required by the rules, and, if there is no corresponding secretary, the recording secretary reads all communications addressed to the society except those of the president, and performs all the other duties of a corresponding secretary. It is the duty of the recording secretary to count the votes on either side when the vote is by raising

hands or rising unless tellers are appointed to do this; to call the roll when the vote is by yeas and nays; to draw up and sign all warrants upon the treasurer, unless a special rule provides otherwise. The secretary should indorse on the reports of committees the date of reception and what action was taken upon them and preserve them among the records, for which she is responsible; and when a committee is appointed should hand a list containing the names of its members and all papers pertaining to the subject committed, to the chairman or some member.

774. How should the secretary record votes?

If the vote on a question is by division or ballot the number cast for or against should be recorded and if by yeas and nays, the names of those voting on each side should appear in the minutes.

775. Of what has the secretary custody?

Of the minutes and all papers or documents connected with the work that are not in charge of any other officer, but they are open to the inspection of each member and are at the service of committees in need of them in their work, upon the order of the chairman.

776. If the secretary is absent, can the president appoint one pro tem.?

Yes, and if the president and secretary are both absent the assembly can fill both places temporarily.

777. What must the secretary record and when is a full record desirable?

Minutes should record all motions that have been stated by the chair, and how disposed of, whether lost or carried, tabled, postponed, etc.; results of elections; questions of privilege; points of order and how decided by the chair; in short, all that is done but not what is said, unless by special rule. A full record is desirable when the minutes are to be published and sometimes it is desirable to include some of the arguments, addresses, etc. The society may decide what shall be recorded.

778. What are the essential items of the Minutes?

(a) The kind of meeting, whether regular, special, adjourned regular, annual, etc., (b) the name of the society, (c) date and place of meeting (except when the place is always the same), (d) who served as chairman and secretary,

whether regular officers or substitutes, (e) number and sometimes names of those present, (f) whether the minutes of the previous meeting were read and approved.

779. How should the minutes be kept and by whom should they be signed?

Minutes should be kept in a book with a wide margin, or space at the foot of the page or every other page left blank to allow for possible corrections. They should be signed by the person who acted as secretary after being approved by the society. Fox 29; Robert 127, 164.

780. What are the three ways of recording communications, reports, etc.?

1. Every one copied in full in the minutes. 2. Each numbered and filed, in which case they need only be mentioned in the minutes. 3. (most used) The substance of each (digest) entered in the language of the secretary as briefly as is consistent with accuracy, each subject in a separate paragraph for easy reference. As minutes have no index, to indent each paragraph is a great help if it becomes necessary to search them for some special information. Fox 30, 159.

781. What sort of report may be summarized?

A report without any resolutions attached, but if there are resolutions, etc., if adopted they should be copied in full as adopted, in which event a summary is not needed. Robert 129.

782. Where the object is simply to furnish a legal record for a permanent society and not one for publication what should the minutes contain?

Should be merely a record of what is done.

783. Why must the minutes be approved by the organization?

The record stands as the legal acts of the society and would be so regarded in a court of law which is why they must be approved. Besides this, the secretary must be relieved of responsibility by the approval of the society of what has been recorded by her as the acts, orders, etc., of the society.

784. Is it necessary to vote on the minutes or on amendments to them (corrections)?

Not formally, except where there is difference of opinion as to the correction. Approval in routine matters is usually by silent assent.

785. Does the secretary ever act in a financial capacity?

In many societies the secretary, besides acting as recording officer, collects the dues of members. If the treasurer is to pay out money only on orders signed by the secretary, as is often the case, the secretary is responsible for the expenses and should make a full report of them, so classified that the society may know how much and for what its money is expended. Robert 166.

786. What should be made clear by the by-laws?

The duties not only of the recording secretary but of the corresponding, financial and federation secretaries, if the society has such officers.

787. Should the secretary include any private opinions, any praise or blame, in the minutes?

No. A motion to amend the minutes by striking out is in order if any such insertions are made.

NOTE.

After the essential requirements are complied with any society is competent to decide what shall be included in its records, the character and objects of the society being the guide. In some societies, what is said, the trend of the discussions, the conclusions arrived at, etc., are more important to the membership at large than the actual business, but in associations of this kind, educational, scientific, philanthropic and so on, the proceedings being voluminous, assistant secretaries are employed or a stenographic report is provided for, in which event the regular secretary only records what is actually done. The addresses, discussions, etc., are frequently published in full in pamphlet form, sometimes with the minutes, and sometimes separately. The secretary is at liberty to use her own judgment as to the details of the minutes unless the society has given instructions as to what is to be included, but the essentials must in any case be complied with if the records are to be parliamentary.

788. When there is a Corresponding Secretary what is expected of her?

A corresponding secretary usually attends to everything that comes under the head of correspondence, such as notifying persons of their election to membership, committees of

their appointment, officers of their election, replying to communications from other organizations, non-members, etc., and sometimes sends out all notices except for the payment of dues. When there are two secretaries all duties of a clerical nature, except keeping the records, may be divided between them as the society shall direct.

789. What are the duties of a Treasurer?

They vary somewhat in different societies. In the majority of cases she acts merely as a banker, holding money and paying it out on order of the society, signed by either president or secretary, or both. Whether money should be disbursed upon warrants signed by certain officers; by vote of the club at the time; or by order of an executive or finance or auditing committee, is for the organization to decide.

790. How often should the treasurer present a report and of what should it consist?

An annual report is always required, and should consist merely of a statement of the amount on hand at the beginning of the year, amount received during the year and from what sources, the total amount paid out and the balance on hand. If required the treasurer will of course report oftener. Once a month is customary in many societies.

791. Why should details of dates and separate payments for the same thing be omitted from the annual report?

Because they are confusing and useless and also because each member, officer or committee is required to render an itemized account of all sums expended by them. The auditing committee, furthermore, examines all details and testifies to results.

792. What should a disbursing officer be careful to get and why?

A receipt for each payment, these are her vouchers and must be examined by the auditing committee. Robert 167.

793. Is the form of the treasurer's report always the same?

It varies with the character and needs of the organization, but the following will serve as a guide for an annual report. A monthly report usually goes more into detail.

Form of Treasurer's Report.

The undersigned, Treasurer of the Up-to-Date Club, of

New Orleans, La., begs leave to submit the following annual report:

The balance on hand at the beginning of the year was sixty-five dollars and twenty-five cents (\$65.25). There was received from all sources during the year two hundred and fifty dollars and fifty cents (\$250.50). The expenditures during the year amounted to two hundred and one dollars and seventy-five cents (\$201.75); leaving a balance on hand, June 6th, 1914 of forty-eight dollars and seventy-five cents (\$48.75).

A detailed statement of receipts and expenditures is attached hereto and the auditors' indorsement appears on the face of this report.

Respectfully submitted, Julia Morgan, Treasurer Up-to-Date Club.

June 6, 1913, New Orleans, La.

794. Should a treasurer's report be adopted after its reception?

No, it should either be placed on file or referred to an auditing committee. To adopt it makes the action taken in it the acts of the society and relieves the treasurer of any responsibility for errors.

795. What is an auditing committee and where should its certificate appear?

An auditing committee consists of one or more persons appointed by the president or governing board or elected by the assembly to examine the treasurer's books and vouchers and certify to their correctness. The committee's certificate should be written on the treasurer's statement or be attached thereto. The books may be audited quarterly, semi-annually or annually as the society may require.

Form of Auditor's Report.

We do hereby certify that we have examined the accounts and vouchers of the treasurer and find them correct and that the balance in her hands is forty-eight dollars and seventy-five cents (\$48.75). We wish further to compliment the treasurer upon the neatness and accuracy of her books.

Frances Windham, Margaret Nelson, Auditing Committee.
June 6th, 1913, New Orleans, La.

796. Why should the treasurer insist upon having her accounts audited?

Because by this means any error is quickly detected and corrected, and if the report of the auditing committee is accepted this is equivalent to a resolution that the treasurer's report is correct. This relieves her of responsibility for the past and if the vouchers are afterwards lost it would make no trouble. All accounts should be carefully kept and no treasurer worthy of the office objects to having them examined. Robert 166-167.

797. What is usually required of a treasurer in whose hands sums or properties of value are placed?

That bond shall be given in sufficient amount to protect the society.

798. What should the treasurer do at the expiration of her term of office?

Should turn over to her successor all books, records, balances, etc.

Rights and Duties of Members.

799. Upon what are the rights of each member based and what are the rights of each in regard to such propositions as she may wish to introduce?

The rights of each member are based upon her equality with every other member, as a member, and each has the right to introduce propositions and to have them considered. Reed 46; Cushing 30; Hollister 33; Fox 35; Shattuck 43.

800. Upon what is the duty of each member based?

Upon the fact that she is a voluntary, component part of the whole which desires to act together, and which must come to some agreement in order to do so and to accomplish anything. Reed 47.

801. What is a member's duty to the body and to the presiding officer?

To be orderly and to assist in maintaining order, to make motions properly, to debate courteously, to refrain from any actions that will disturb others or prevent their hearing the speakers, that will occasion friction or that will delay the progress of business unnecessarily. To be loyal to the duly elected officers whether her personal choice or not. Fox 33; Reed 47; Shattuck 42.

802. What is both the right and the duty of members when clear as to their convictions?

To vote.

803. Duty in regard to the voice of the majority?

To abide by it.

804. Under what circumstances may a member properly contest the floor?

If the presiding officer is unfair, or in error, in recognizing another who addresses the chair later.

805. Can she appeal from the decision of the chair?

Yes, and need not obtain the floor to do so.

806. If opposed to a measure what may a member do and what should she not do?

She must not question the motives of those who favor the proposition although she may speak against it in the strongest terms of disapproval. "It is not the man, but the measure that is the subject of debate."

807. When may a member put a motion to vote?

If the chairman, vice chairman or secretary refuses to put a relevant motion to vote any member may do so. Hollister 34 (i).

808. What should a member be careful not to do?

Should be careful not to intrude her private affairs or the business of any other society on the attention of the meeting.

809. What should a member try to know?

Something about parliamentary law and the constitution and rules of the society of which she is a member.

810. When she does not know?

May rise to make a Parliamentary Inquiry and need not be recognized by the chair in order to obtain the floor.

811. What should be the attitude of a member in debate?

Entirely impersonal; should not allude to members or address them by name and should avoid the personal pronoun as much as possible. When alluding to member should say, "The member who has just spoken," "one of those opposed," "the member on my right," "some of the members on this side," etc., and not "Mrs. Blank...." When making sugges-

tions would better say, "Probably the wisest course would be," "It would seem that," instead of "I think," or "In my opinion," etc.

812. In speaking to a motion what is her duty?

To speak strictly on the subject, to be as brief, as concise, as correct and as well informed on the subject as possible. Shattuck 62, 68; Cushing 110.

813. If there is no rule limiting debate how long can a member speak?

As long as good taste dictates, if in order. Cushing 112.

814. If interrupted while speaking has she the right to the floor again?

If one yields the floor of necessity the right to resume is retained, if the yielding is voluntary the right is lost.

815. If asked to yield the floor is it discourteous to refuse?

No, because one runs the risk of losing the floor.

816. What are the rights of a member if accused of irregular or improper conduct and what the proper course?

Has the right to be heard in defense and to produce witnesses and should then withdraw. May also ask the appointment of a committee of investigation.

817. When should the member withdraw and when be excluded?

Should withdraw as soon as all the evidence has been submitted. Should be excluded while the case is being discussed and decided, if withdrawal has not been voluntary as it properly should be.

818. What punishment can an organization inflict?

A vote of censure, a reprimand, exclusion from the meeting, withdrawal of speaking or voting privileges for a specified time, suspension of membership, and expulsion. Cushing 34; Reed 168; Robert 198; Fox 101.

819. How should each member conduct himself in order to be of greatest value to the organization of which he is a voluntary component part?

As the object of organization is to enable persons to act together as a body each member should so conduct himself as to facilitate that result. Reed 48.

NOTE.

Other requirements of "good membership" will be found here and there throughout the Lessons but more specifically in Lesson III on Debate and Decorum in Debate.

References—Duties and Rights of Officers. Robert Art. VII, 119; Art X, 159; Reed Chapt. IV, 35; Cushing Chapt. II, 25; Shattuck Chapt. IV, 40; Fox Chapt. III, 23; Hollister Sect. V, 25.

Duties and Rights of Members—Robert Art. V, 98 Art. VI, 109; Reed Chapt. V, 46; Cushing Chapt. III, 30; Shattuck Chapt. IV, 43; Fox Chapt. III, 23; Hollister Sect. X, 33.

LESSON XII.

Review Questions.

“One only knows what one practices.—Savonarola.

What is Parliamentary Law? Whence is it derived? Into how many classes is it divided? Upon what principles is it based? What purpose does it serve? What is its status in courts of law?

How is all business introduced and transacted? Name the four classes of motions. What is the character and object of each class? Name the motions in each class.

Study the Progress of an Independent or Main Motion from the moment of its introduction to the time of final decision and see if the manner in which these actions may be accomplished is understood.

The Progress of an Independent or Main Motion.

It Must Be: Made, Seconded (when obligatory), Stated, Put to Vote, Declared carried or lost. **It May Be:** Objected to as a subject for Consideration, Withdrawn or Modified by the mover, Divided, Considered Informally or in Committee of the Whole, Debate on it may be Limited; Extended, Closed at a stated Time or at Once by the Previous Question. It may be Amended and the amendment may be Accepted, It may be Laid on the Table, Postponed Definitely or Indefinitely, Committed or Recommitted, made a Special Order, Reconsidered or Renewed or Rescinded and Expunged from the Minutes,

It May Be Interrupted By: A Question of Privilege, a Point of Order, a call for the Orders of the Day or the Reading of a Paper or by motions to Take a Recess or to Adjourn, or to Provide for the Manner of Voting or to Enter a motion to Reconsider on the minutes. A substitute may be offered for it, Blanks in it may be Filled with a sum, a timè or a name and a Rule may be Suspended for its benefit.

What is the object of Debate? Why is it limited or prohibited on some motions? What five motions apply especially to debate and what is the effect of each?

What are the three usual ways to Amend an unsatisfactory motion? What equivalent forms are used to express them? How many times may a motion be amended? How many amendments may be pending at the one time? Besides the three usual ways to Amend what two special forms are treated as of the nature of amendment? Can an entirely new motion, amendment, paragraph or section be offered for another?

Ask and answer the following questions in regard to each motion in all the classes except the Independent or Main Motion. How is it classified? What is the form for moving or making it?

To what motions does it apply? What is its nature and object? Its effect if carried; if lost? By whom, when and under what circumstances can it be made? How does debate apply to it, that is, is debate full or limited and does the motion open the Main Question to full debate? Can it be: Tabled? Prequestioned? Postponed? Committed? Amended? Postponed Indefinitely? Reconsidered or Renewed?

Where Seconding is obligatory what motions do not require a second? What motions require more or less than a Majority Vote? What motions sometimes lose their Privileged character? When and why?

Besides the six Subsidiary Motions what three, one Incidental and two Privileged, are most frequently used?

On what Questions can an Appeal be taken, and why?

What is the difference between the motions to Lay on the Table, to Postpone Definitely and to Postpone Indefinitely? What is the difference between the motions to Lay on the Table and to Postpone Definitely regarded as motions to delay or to prevent hasty action?

What is the proper use of each of the three Subsidiary motions: to Lay on the Table, to Postpone Definitely and to Postpone Indefinitely?

How can a question that has Once been Acted upon be against brought forward?

How can a Defeated Motion be prevented from being brought forward at successive meetings or at frequent intervals?

What Rules may be suspended? Upon what principle does a tie vote sustain the chair? When are Nominations

from the floor in order? When is the motion to Close Nominations in order?

When is the motion to Adjourn in order? When is an assembly adjourned?

DRILL.

A. Precedence of Motions, etc.

The following resolution offered: Resolved, "That our club lay before the Representatives of this district the imperative need for a new dormitory for girls at the State University and request them to introduce a bill at the next meeting of the Legislature asking for an appropriation of not less than \$50,000 for the building and that they be asked to pledge their support to said bill."

Mrs. Goodwyn (obtaining floor): "Madam President, I call for the reading of a paper bearing on this subject. The paper is a communication that was sent to our corresponding secretary some time ago by the secretary of the Board of Directors of the University." (Member tries to debate by saying something about the contents of the paper and the condition of the dormitory).

The Chair: "The call for the reading of a paper is undebatable, if there is no objection the paper will be read." (Paper read.)

Mrs. Cummings: "I move that the rule confining the privilege of the floor to members be suspended. We have with us today Mrs. Hawkins, who is familiar with the conditions at the University and knows just what is needed."

The Chair: "All in favor of suspending the rule rise, stand and be counted." (Secretary counts). "Two-thirds having voted in favor of the motion the rule is suspended and Mrs. Hawkins has the privilege of the floor." (Two members rise at the same time, chair recognizes Mrs. Collins, Mrs. Barnett raises a point of order and says that Mrs. Fitzpatrick rose first.)

The Chair: "The Chair gives the floor to Mrs. Collins."

Mrs. Barnett: "I appeal from the decision of the chair."

The Chair: "The decision of the Chair is questioned, the floor was given to Mrs. Collins because this is the first time she has asked for it, Mrs. Fitzpatrick has already spoken several times. Shall the decision of the Chair be sustained?"

All in favor” (Chair sustained). Mrs. Collins and several others debate original motion).

Mrs. Fawcett: “I move the previous question.”

The Chair: “The previous question is ordered. Shall the main question be now put? All in favor rise, stand and be counted.” (Motion lost and debate on main question resumed).

Mrs. Quentin: “Madam President, I call for the Orders of the Day.”

The Chair: “The Orders of the Day are called for. All in favor of proceeding to the Orders of the Day say aye. All opposed, no. The noes have it and the motion is lost.”

Mrs. Foster: “Madam President, I move that this matter of interesting our Representatives in a bill for an appropriation for a new dormitory at the State University be referred to a committee.” (Debate).

Mrs. Stone: “I move that it be postponed until the next regular meeting and that the secretary write to the University for some instruction in regard to a suitable bill.”

Mrs. Lindhurst: “I move to lay the matter on the table.”

The Chair: “It is moved (and seconded) to lay the matter on the table. (member tries to debate, ruled out of order, motion to Lay on Table undebatable) “All in favor.” (motion lost). “The vote now falls on the motion to Postpone, (debate limited to propriety of postponing, motion put and lost). The question now recurs upon the adoption of the motion to refer the matter to a committee.”

Mrs. Foster: “I move to amend by adding the words ‘consisting of three members and that the committee report at the regular meeting four weeks from now, this will give the committee ample time to secure all the necessary information.’ (Chair states amendment and reads motion as it will be if the amendment is adopted, debate follows and the motion to commit is adopted).

The Chair: “The Chair will appoint the committee later.”

B. Previous Question, unlimited and limited:

A main motion, an amendment and a motion to commit are pending and then the previous question is ordered.

The Chair: “The previous question is ordered. Shall the main question be now put? All in favor please say aye.

All opposed, no. The motion is carried. The question now recurs on the amendment to the main motion (the motion to commit was cut off by the previous question and all votes must be taken without discussion). All in favor of the amendment The vote now falls on the main motion as amended. All in favor. Motion is carried."

An independent or main motion, an amendment and a motion to commit are pending.

Mrs. Perkins: "Madam Chairman, I move the previous question on the motion to commit."

The Chair: "The previous question is ordered. Shall debate be now closed on the motion to commit and the vote taken? All in favor of closing debate say aye. The motion is carried. The question now recurs on the motion to commit. All in favor of referring the (stating the subject of the main motion) to a committee say aye. The motion is lost. (Debate may now be resumed on the amendment to the main motion.) Lesson III.

C. Practice Electing by:

Acclamation, Ballot and Plurality Vote. Ballot and Majority Vote. Nominating Committee and Election by Ballot. Informal or nominating ballot and election by ballot. Secretary casting the vote. Lesson V.

INDEX.

(Numerals refer to Questions unless preceded by the word page.)

- Adjourn, 416-425; 60, 206, 379; when not in order, 422; sine die, 435; Fix Time and Place to which to, 410-415; note, page 87; references, pages, 88, 91.
- Amend, 128-153; inserting, 131; striking out, 134; striking out and inserting, 137; references, page 32.
- Amendment, 88-127; to what applied, 113; accepting, 104-107; general rule, 126; giving notice, 124; constitution and by-laws, 564, 565; Chart, page 34; notes, pages 24, 35; references, page 27; drill, pages 35, 96.
- Appeal, 480-494; 206, 441, 805; references, page 102.
- Ballot, 333-352; 329, 649; secretary casts, 356; Informal or nominating, 320; illegal, 349; box, 358; form for announcing, page 74.
- Blanks, Filling, 154-158; sums, 155; times, 156; names, 158; references, page 35.
- Board of Directors, 578, 579, 677, 735.
- Business, Order of, 695-699; basis for, 17; routine, 425; interrupted, 281-283; 444; unfinished, 697; taken out of order, 699; suggested forms for, pages 144, 145.
- By-Laws, 712-718; 564, 669; form, page 149; references, page 154.
- Chair, (see Presiding Officer).
- Chart of Motions and Rules Relating to them, pages 80B and 80C.
- Commit, or Refer or Recommit, 507-519; 151, 153, 202; note, page 109; references, page 110.
- Committee, and its Report, 520-551; 631-633; classes, 521; chairman, 533; appointment, 524; 527; 628; procedure, 539; powers, 540; sub-, 580; ex-officio member, 576; executive, 578, 579; constitution, etc., 657, 663; auditing, 795; credentials 610, 640; nominating, 323, 324, 658; of the whole, 584-595, 168, 214; standing, 582; special, 522; reports (see Reports); discharged, 569; motion to form, 516; Resolutions, page 121; functions defined for by-laws, page 123; form of reports, page 124; references, pages 125, 126.
- Consent, unanimous, 307, 310, 311; Silent Assent, 300.
- Constitution, 710-719; adoption, 564; committee on, 657, 663-666; 720; form, page 148; charter, 713; note, page 149; references, page 154.
- Convention (see Organization).
- Credential Committee (see Committee).
- Credentials, 609, 600; questioned, 645; form, page 137.

Debate, page 36; 159-195; when in order, 33, 164; usual rules, 172; extend, 175; close, 217, 218; prevent, 219; addressed to, 192; informal, 161, 163, 168, 624, 625; limited, 192; 193; full, 194; references, page 42.

Decorum, breaches, 184-186.

Diagram of Motions, page 4.

Delegates, 644, 652.

Division, of motion, 75-87; note and references, page 21; drill, page 106.

Elections, 319, 329, 342, 359, 620, 621, 766; motion to proceed to, 318; common method, 333; vote required, 340; no choice, 339; independent vote, 347; of delegates, 348-352; of officers, 360-365; annual, 755; negative vote, 355.

Forms, of motions, will be found in the lesson in which the particular subject is treated.

Floor, obtaining, 23, 24; yielding, 179, 815; contesting, 180, 804; claiming before yielded, 191.

Informal Ballot, (see Ballot).

Informal Consideration, 596-603; 168, 169; references, page 27.

Incidental Motions, 465-467; note, page 98; references, page 99; drill, page 105.

Lay on the Table, 240-258; 60, 151, 206, 379; legitimate use, 241; privileged, 244; limitations, 245; Subject to Call, 249.

Lesson I, page 9; II, 22; III, 36; IV, 49; V, 63; VI, 86; VII, 98; VIII, 108; IX, 128; X, 142; XI, 153; XII, 171.

Meeting, 721-735; 359, 360; regular, 679, 683; special, 680, 686; annual, 681; adjourned, 683, 374.

Members, Rights and Duties, 799-819; 475, 532, 533, 576, 581; in debate, 186, 811-814; charter, 667; non-, 575; conduct, 183, 389; 802, 803; note and references, page 170.

Membership, 728-731.

Minutes, 700-709; 777-778; 590, 598, 662; essentials, 778; correction, 703; note, 164; references, page 154.

Minority Report (see Reports).

Miscellaneous Motions, page 105.

Main Motion or Question, 16-41; 85, 98, 100, 103, 110, 126, 220, 223, 367, 380, 388, 543; making, 23, 24; stating, 34; putting, 38, 295, 296; declaring, 41, 295, 296; speaking to, speaking off, 178; important points, 46; principles applying, 47; progress of, page 171; note and references, page 16; drill, page 17.

Motions, classes, 42-45; how they differ, 406.

Motions, That Cannot be: amended, 114; committed, 519; debated, 42; divided, 87; reconsidered, 393; renewed, 397; tabled alone, 252. That are in Order: without obtaining the floor, 27; whenever a motion to Adjourn is, 431;

while a motion to Adjourn is pending, 427; while the Previous Question is pending, 206; while a member is speaking, 177; That Do Not: require a second, 32, 321; yield to Objection to Consideration, 60; That Require: a two-thirds vote, 308; a unanimous vote, 310; That May be tabled alone, 251; That Should require a unanimous vote, 311; Upon Which full or limited debate is allowed, page 41; Made in connection with reports, 554.

Motions, classified according to object, page 104.

Nominations, 319-329; from the floor, 325; limited, 326; closed, 327, 328, 347.

Notice of Amendment, 124.

Objection to Consideration, 48-60; 255; references, page 18; drill, page 105.

Officers, Rights and Duties, 738-798; for organization, 622; pro tem, 661; 620, 621, 685, 752; permanent, 670, 672; when duties are assumed, 363, 671; note, page 159; references, page 170.

Order, call to, 617, 618, 651, 687.

Order, Questions or Points, 468-479; 433, 494, 206.

Orders of the Day, page 93; 449-464; 276, 278; illustration and references, page 96.

Organization, 604-737; convention, 638-653; mass or temporary, 615-635; permanent, 654-677; double, 637; simple, 636; object, 604; to disband, 736; kinds of assemblies, 606; principles of decision in, 619; undisputed rights, 127; drill and references, page 140.

Papers, Call for Reading, 495-499; references, page 103.

Parliamentary Inquiries, 428, 810.

Parliamentary Law, 1-15; references, page 11.

Postpone, to a Definite Time, 265-285; 151, 202; object and effect, 266, 267, 276; time limit, 280.

Postpone Indefinitely, 286-294; 60, 152, 202; object and use, 286; note, page 61; references, page 62.

Precedence of Motions, 226-228; 235-237.

Presiding Officer, 739-769; 493, 541, 593, 620, 626, 686, 476-478; in debate, 176; vote of, 297; pro tem, 685, 752; to address, 192.

Previous Question, 195-216; 119, 255, 256, 274, 292, 489, 513; to what applied and how, 197-200; points to be remembered, 216; note, page 46; references and drill, page 48.

Privileged motions, 405-409; references, page 87; drill, page 96.

Privilege, Question of, 438-448; 206, 469, 494; illustration and references, page 93.

Punishment, 818, 187, 188, 319.

Question, The, 33 (see Main Motion).

Quorum, 688, 690-694; 541, 591; references, page 154.
Recess, 357, 431, 437, 630.
Recognition, by chair, 28, 181.
Reconsider, 366-398; 206; to what applied, 380; once only, 369; by whom, 371; when, 373; general rules, 382; debate three times, 388; when too late, 395; motion to Enter on the Minutes a Motion to, 378; technical reconsideration, 394; note, pages, 79, 83; references, page 83.
Renew, 395-398; 238; illustration and references, page 84.
Reports, 551-572; 631, 633, 641, 642; committee, 551; annual, 579; to table, 248; taken collectively, 248; recommendations in, 572; forms, pages, 121, 124; minority, 549, 552; references, page 120.
Review Questions, page 171.
Roll Call, 689.
Rules, standing, 714; special, 9-11, 715; of order, 716; to suspend, page 103; references, page 154.
Seconding, 29-31; 62, 63; note, page 13; references, page 14.
Secretary, 771-789; 285, 621; corresponding, 288; financial, 785; counts votes, 205.
Session, 721-727; to go into executive, 726.
Society, permanent, 638, 639, 654-737; auxiliary, 668; subordinate, 506; incorporated, 674, 737.
Subsidiary Motions, 220-239; 367; note, page 51; references, page 53.
Substitute Motion, etc., 146-152; two methods, 148-150; chart, page 35; references, page 32; drill, page 107.
Suspension of Rules, 500-506; constitution, 717; by-laws, 718; note, page 56; references, page 57.
Take from the Table, 258-264, 60; note, page 56; references, page 57.
Treasurer, page 165; 789-798; form of reports of treasurer and auditor, pages 165, 166.
Tally and Tellers, 335, 336, 337.
Vacancies in Office, 365.
Voting on Questions, on Elections, 295-365; methods, 298, 299, 333, 345; The Vote, page 64; 300-312; change of, 315; doubting, 301; viva voce, 341, (see Ballot); acclamation, 330; proxy, 338; Yeas and nays, 309, 353; silent assent, 300; majority, 303, 306; plurality, 304, 14; tie, 302, 487; two-thirds, 14; unanimous, 310, 311, 14; collective, 348; of thanks, 733; references, page 76; drill, page 175.
Vice-President 770, 748, 754.
Withdrawal, of motion, 61-74; references, page 19.
Whole, Committee of the, (see Committee).

LIBRARY OF CONGRESS



0 029 809 757 6